

# 2025 Volunteer Code of Conduct

All specific times/locations will be provided after the review and acknowledgement of the Volunteer Code of Conduct and the background check to ensure the safety of all participants.

## Introduction

The Project Fibonacci® Foundation deeply values the contributions of our volunteers who play a crucial role in providing a secure and enriching educational experience for our STEAM Scholars. To maintain the integrity of our learning environment and ensure the safety and well-being of all participants, we have established this Volunteer Code of Conduct. It is imperative that all volunteers read, understand, and adhere to these guidelines as part of their commitment to our community. Please be aware that adherence to this code is mandatory and all volunteers are subject to a background check prior to engagement.

## Background Checks

As part of our unwavering commitment to ensuring the safety and well-being of all participants, Project Fibonacci requires that each of our valued volunteers undergo a thorough background check prior to the commencement of their service. This process is a fundamental step in our comprehensive safety protocol, designed to maintain a secure and trusting environment for everyone involved.

To facilitate this essential procedure, a representative from Project Fibonacci will initiate contact via a telephone call to collect the necessary personal information, which includes your full name, date of birth, home address, and social security number. We want to assure all volunteers that the privacy and confidentiality of your information are of paramount importance to us. The details gathered for this background check are used exclusively for the purposes of this safety verification process. We will not delve into or share your information with any third parties, and it is not our policy to use your social security number to probe into your credit history, financial status, debt, or any related personal financial matters. The sole objective of requiring this information is to enable a comprehensive and successful execution of criminal background checks.

Upon the completion of these background checks, be assured that all personal information provided will be securely disposed of. Project Fibonacci is dedicated to not only fostering a safe and positive environment but also to upholding the highest standards of privacy and respect for our volunteers. Your cooperation and understanding in this vital process are greatly appreciated, as it reinforces our collective commitment to the safety and success of our projects and all who participate in them.

## Behavior Code

**Professional Conduct:** Volunteers serve as exemplars for our STEAM Scholars and must exhibit professionalism and integrity at all times. Failure to do so may result in immediate dismissal from volunteer duties at the discretion of the volunteer coordinators.

**Respect and Civility:** Inappropriate language, gestures, or any actions that could be perceived as offensive or threatening are strictly prohibited. Volunteers must respect individual rights and contribute to a positive environment.

### For more information, contact:

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**Communication and Discipline:** Direct contact with a STEAM Scholar's emergency contacts or the implementation of disciplinary measures is not permitted. Any concerns or violations should be promptly communicated to the volunteer coordinators or Project Fibonacci® staff.

### Interaction Guidelines and Safety Protocols

To ensure the safety and well-being of all participants, we uphold strict guidelines concerning interactions between volunteers and students. An essential cornerstone of our code of conduct is the mandate that at no point should a volunteer find themselves alone with a student. This policy is in place to protect both students and volunteers, fostering a safe and transparent environment where learning and collaboration can thrive without the shadow of impropriety or the risk of misunderstandings.

In the case of medical emergencies, it is crucial that volunteers act promptly and responsibly. Any such emergencies must be reported immediately to the onsite medic. Volunteers are encouraged to familiarize themselves with the location of the medical station upon arrival and to be aware of the proper procedures for signaling an emergency. This ensures that all participants receive timely and appropriate care, and that the wellbeing of our community is maintained.

Disciplinary issues, should they arise, are to be handled with the utmost seriousness. Volunteers are required to report any concerns or incidents directly to the Volunteer Coordinator or a designated Project Fibonacci staff member as soon as possible. By doing so, we can address situations promptly and effectively, ensuring a positive and respectful environment for everyone involved. Transparency, respect, and discretion are key principles that guide our disciplinary procedures.

These protocols are designed not only to safeguard the physical safety of our participants but to nurture a culture of mutual respect, learning, and growth. By adhering to these guidelines, volunteers play a crucial role in creating an inclusive and supportive atmosphere that is the hallmark of the STEAM Leadership Conference.

### Prohibited Items and Safety Measures

In our ongoing commitment to ensure a secure and welcoming environment for all attendees, including our distinguished STEAM scholars, volunteers, and guests, we firmly uphold a policy of zero tolerance towards the possession of weapons at the conference. This policy is integral to our code of conduct and is enforced across all locations associated with the conference, without exception.

**Prohibited Items:** For the safety and peace of mind of everyone involved, volunteers are strictly prohibited from carrying, possessing, or bringing any form of weapon onto conference premises. This includes, but is not limited to, firearms, knives, explosive devices, and any other items that could be used to inflict harm or intimidate individuals. The determination of what constitutes a weapon will be made at the discretion of the conference security team, and their decision will be final.

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**Enforcement and Compliance:** Compliance with this policy is mandatory for all volunteers. Failure to adhere to this rule will result in immediate corrective action, which may include removal from the conference, revocation of volunteer status, and potential reporting to law enforcement authorities. We ask all volunteers to respect this policy and to contribute to a safe and positive conference experience for everyone.

### Dress Code

Volunteers are expected to dress appropriately, reflecting the educational and professional setting of the conference. Casual attire is generally suitable, provided it is clean, neat, and respectful. Closed-toe shoes are recommended for safety and comfort.

### Drug/Alcohol Policy

The possession or use of illegal drugs, alcohol, and tobacco/nicotine products (this includes e-cigarettes, vape pens, and similar devices) is strictly forbidden during volunteer activities. This policy is in place to ensure a healthy and safe environment for everyone involved.

### Personal Belongings

Volunteers are solely responsible for the security of their personal belongings. The Project Fibonacci® Foundation cannot be held liable for items that are lost, damaged, or stolen.

### Additional Volunteer Responsibilities

- Familiarize yourself with the STEAM Scholar Code of Conduct.
- Ensure punctuality for your scheduled volunteering slot.
- Be prepared to assist with tasks as they arise, even if they are unexpected.
- Do not administer any form of medication to participants.
- Recognize and know how to contact individuals trained in First Aid.
- Promote respectfulness among students and encourage them to maintain cleanliness.
- Direct all disciplinary matters to the volunteer coordinators for proper handling.

By adhering to this Volunteer Code of Conduct, you are helping to create a supportive, educational, and safe environment for our STEAM Scholars. Your dedication and cooperation are greatly appreciated. Together, we can inspire the next generation of innovators and leaders in the STEAM fields. Thank you for your commitment to excellence and your support of the Project Fibonacci® Foundation.

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