

Appendix B – Compass Co-op Service Agreement

Serving is vital to the function and community of Compass. Each non-teaching family is required to participate in the co-op by fulfilling a specific number of service work shifts each semester. Please read the list of requirements below, then sign and date this agreement to acknowledge that you understand the expectations and commit to fulfill your service duties as a member of the Compass cooperative.

- I commit to **working my required service shifts.**
- I understand I may be **helping with a variety of practical tasks** such as setting up, clean-up, supervising students during snack time and lunch, assisting teachers or substituting, and any other tasks that need to be done to keep the day running smoothly.
- I understand I may **choose morning or afternoon shifts, daily shifts or other shifts deemed necessary for the successful function of the co-op.**
- I understand I must **sign up for my service shifts through the website** prior to the start each semester. If I do not sign up, shifts will be assigned to me by the co-op service coordinator.
- I commit to **arriving for my shifts on time and ready to work.**
- I understand that **younger children not enrolled in Compass are not allowed to accompany me** during my shift. If I arrive with children, I understand I will be dismissed and the shift will not count toward my required participation.
- If, for any reason, I am not able to work my scheduled shift, **I will contact the co-op service coordinator and find a replacement.**
- I understand that **failing to fulfill the participation requirements through serving** may result in my children being removed from classes and/or my family losing membership in the Compass cooperative.

I have read and agree to fulfill the co-op service duties outlined above, in accordance with the Compass handbook, as part of my participation requirement for membership in the Compass cooperative.

Signed: _____ Dated: _____