



**Mattie B. Uzzle Outreach Center
Procedures & Policies**

Thank you for volunteering with TeCanal at the Mattie B. Uzzle Outreach Center in Baltimore, MD! You will be helping to teach technology to children from low-income families in Baltimore.

TeCanal, Inc. is a charitable nonprofit program that relies on the efforts of volunteers like you. TeCanal's technology class at Mattie B. Uzzle Outreach Center lasts from 4 PM to 5 PM every Friday. TeCanal offers its volunteers transportation between Mount Hebron High School and the Mattie B. Uzzle Outreach Center. TeCanal drivers leave Mount Hebron High School at 3:15 PM and return around 6 PM. Volunteers seeking a ride to the outreach center should report to the front of the band room at Mount Hebron High School by 3 PM. On the days that you volunteer, you will either receive transportation from TeCanal, Inc. or provide your own transportation to the Mattie B. Uzzle Outreach Center. At each outreach meeting, each volunteer will receive a copy of the lesson plan for that day. TeCanal directors and executive officers will lead volunteers and show them how to implement the curriculum in the lesson plan.

As a TeCanal volunteer, you will be expected to:

- Wear school-appropriate clothing
- Report to a designated location and/or the outreach center on time
- Focus on helping the children learn
- Follow the lesson plan
- Behave professionally at all times

If you need to cancel your volunteer commitment, please let us know us know at least 24 hours in advance.

Your signature indicates that you agree to follow these policies.

_____/_____/_____
Volunteer Date

If the volunteer is under the age of 18, a parent/guardian must sign the form indicating that he/she understands what will be expected of his/her son/daughter.

_____/_____/_____
Parent/Guardian Date