



Weekend School Volunteer Handbook

Volunteer Commitment to the Weekend School Program

All volunteers are expected to **read, understand, and support the structure, programs, Mission, Vision, policies, and expectations of ISG Weekend School.**

School Hours and Sunday Commitment

The regular ISG Weekend School program is held **every Sunday from 10:30 AM to 1:30 PM.**

Volunteers should:

- Know and respect the official school schedule.
- Arrive on time for their assigned responsibilities.
- Remain available for the full period for which they are scheduled.
- Notify the Volunteer Coordinator in advance if they are unable to attend.
- Understand that punctuality and consistency are important because teachers, students, and other volunteers depend on one another.

Supporting and promoting School events and activities: The Weekend Halaqah and other Educational Programs

ISG Weekend School education is not limited to the Sunday classroom.

The school encourages students and parents to regularly attend the **weekend Halaqah and other Masjid educational programs** as an extension of their Islamic learning and connection with the community.

Volunteers are also ambassadors of ISG Weekend School and understand and support this educational approach by:

- Encouraging students and families to attend the weekend Halaqah regularly.
- Helping parents understand that these programs complement what students learn in Arabic and Islamic Studies classes.
- Promoting participation in lectures, Halaqah, Qur'an programs, and other beneficial educational activities organized by ISG.
- Setting a positive example by participating in school and community programs whenever possible.



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- Student activities and special school events like Community programs connected with the school's educational Mission and Vision
- Registration and enrollment initiatives

Volunteers may be asked to help distribute approved flyers, share school announcements, encourage family participation, assist during events, and help communicate the value of the Weekend School program within the community.

One Team, One Mission

A volunteer's responsibility is not limited to an assigned classroom or individual task. Every volunteer contributes to the larger Mission of ISG Weekend School.

Teachers teach. Volunteers support. Parents reinforce. Students participate. The Masjid provides the environment that brings everyone together.

By understanding and promoting the complete Weekend School program, volunteers help strengthen our children's Islamic education, character, connection to the Masjid, and sense of belonging to the Muslim community.

Volunteer Handbook Acknowledgment and Agreement

By signing below, I acknowledge that I have **received, read, and understood the ISG Weekend School Volunteer Handbook.**

I understand and agree with:

- Support the **Mission, Vision, goals, and educational programs** of ISG Weekend School.
- Follow the school's policies, procedures, instructions, and assigned responsibilities.
- Understand that regular Weekend School hours are **every Sunday from 10:30 AM to 1:30 PM.**
- Be punctual, dependable, and communicate in advance if I am unable to fulfill an assigned responsibility.
- Work cooperatively with teachers, volunteers, the Volunteer Coordinator, and school administration.
- Maintain appropriate Islamic manners, professionalism, confidentiality, and respectful conduct while working with students, parents, teachers, and other volunteers.



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- Support and encourage student and parent participation in the **Weekend Halaqah and other educational programs** promoted as part of the Weekend School learning experience.
- Assist, when requested, in promoting and supporting **school-related events, programs, registration, orientations, and community activities**.
- Follow all students' safety, supervision, discipline, and communication procedures established by the school.
- Ask the appropriate coordinator or school administration for clarification whenever I am unsure about a policy, responsibility, or procedure.

I understand that volunteering with ISG Weekend School is an **Amanah and a commitment to serving our children and community**, and I agree to carry out my responsibilities in a manner consistent with the Mission and Vision of the school.

Volunteer Name: _____

Signature: _____

Date: _____

Phone / Email: _____

Assigned Role(s): _____

Volunteer Coordinator / School Representative: _____