



ALUMNI ADMISSION VOLUNTEER PRINCIPLES OF GOOD PRACTICE

As an alumni admission volunteer, I agree to:

- Carry out all responsibilities assigned to the role of alumni admission volunteer and to immediately contact the Admission Volunteer Coordinator if I am unable to do so.
- Review the training materials listed on the volunteer portal.
- Abstain from volunteer activities if I have any family members applying to college in the application cycle.
- Abstain from volunteer activities if I work in admission, financial aid, or any other related department of another college or university.
- Abstain from volunteer activities if I work as a school college counselor/adviser, an educational/college consultant, and/or receive remuneration for services relating to college applications (such as essay writing, test prep, or application review).
- Represent only Haverford College (i.e., if you also hold a graduate or professional degree, you may not conduct undergraduate interviews for both alma maters).
- Be truthful and honest in all interactions with applicants, and act in the best interests of the College and prospective students.
- Maintain confidentiality and practice discretion with all names and personal information provided to me in this role, and only share information when permitted to do so by the College as is appropriate for my role as a volunteer. When conducting virtual interviews, I will not record the interviews in any way. I will limit my contact with the student to duties relating to my role as a volunteer.