

# Attendance & Conduct

As a volunteer, it is important that you:

- Honor your commitments to iLRN (attending events, fulfilling role requirements)
- Communicate with iLRN Team Lead or Volunteer Coordinator if unforeseen circumstances change your availability (48 hours prior to event, if possible)

If a volunteer misses three consecutive committee meetings and/or five within an academic year (September - August), they may be removed from the committee upon consultation with the committee chair. Note, some committees may have more stringent requirements - such as iLRN Board of Directors or the iLRN Conference Organizing Committee.

iLRN Volunteers typically lead very busy, full lives. Things happen. While we hope you'll make time for your volunteer commitments, if you anticipate missing committee meetings or are unable to complete your assigned tasks, please contact your team leader and let them know. Circumstances and workload permitting, we will do our best to accommodate.

Please make sure to log your hours using our Volunteer Timekeeping Form so that we can help you report your hours to schools or employers. The record of hours generously donated by volunteers also helps us gain valuable insight into our shared successes.

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## Expected Conduct from Volunteers

iLRN strives to offer an exceptionally high-quality environment for its volunteers. To that end, iLRN volunteers are expected to participate in and conduct any iLRN business in a professional manner, emphasizing the highest ethical standards. Essential qualities expected in all volunteers include:

Integrity	Volunteers are good stewards of iLRN resources and try to do what is right.
Honesty	Volunteers tell the truth. Both research and education are grounded in honesty and fidelity. Please keep this in mind.
Courtesy	Disagreement and debate, even strong disagreement and debate, is expected and even welcomed. However, at all times volunteers are expected to be civil, show good manners, be polite, and treat others with respect.

Respect for others	The Immersive Learning Research Network does not discriminate on the basis of the following characteristics including, but not limited to race, color, ethnicity, national origin, citizenship status, religion, sex, age, affectional/sexual orientation, gender identity or expression, pregnancy, veteran status, personal appearance, genetic information, political affiliation, familial status, marital status, or disability in any of its policies, procedures or practices. Volunteers are expected to avoid disrespectful behaviors, such as dismissal of design or teaching practices offhand; shunning; offensive jokes; yelling or screaming; bullying behavior; abusive language or behavior; name calling; unwanted physical contact; or rude gestures.
Avoidance of conflicts of interest	Conflicts of interest arise when volunteers' financial, personal, or professional interests prevent them from performing their volunteer duties in an unbiased manner. Volunteers are expected to disclose possible conflicts of interest and to remove themselves from situations where conflicts of interest prevent them from acting in the best interest of iLRN (link to our Conflict of Interest policy).
Completion of work in a timely manner	If circumstances change and a volunteer is unable to complete work on time, we ask the volunteer to communicate this with the appropriate committee/subcommittee chair.

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Protecting the rights of students and others when engaged in research	Volunteers, when engaged in research, are expected to uphold the highest standards of protection for research participants. Volunteers are expected to protect the rights of students by avoiding disclosure of confidential student information including following the appropriate guidelines and regulations such as the Protection of Human Subjects (45 CFR 46) and the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99).
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Confidentiality and privacy of iLRN members	There are times where member names, institutions, email addresses, or other sensitive information about iLRN members may be made available to volunteers. Volunteers must keep all member information confidential and at no time are volunteers allowed to use member information for any purposes beyond the scope of their volunteer duties, including but not limited to: forwarding, sharing, selling, or disclosing any member information to others (including active iLRN members and/or members within your assigned committee, as well as vendors or other associations). The Board liaison will determine information to be shared and will arrange for the information to be directly sent to those who need such information.
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Volunteers who do not abide by these expectations may be removed from their volunteer position by the committee/subcommittee Chair or by the Chief Executive Officer.

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