

# United Abacus Arithmetic Youth Association

## General Guidelines

1. The Criteria of being a Volunteer of UAAYA:
  - a. Must be currently in 7<sup>th</sup>-12<sup>th</sup> grade.
  - b. Must complete all required application forms.
  - c. Must display appropriate behavior.
  - d. No knowledge of mental math or abacus is required.
  
2. Activity Guidelines:
  - a. Please refer to emails for all activities. Any changes will be announced prior to the event. If you cannot make the event, you must report your absence in advance.
  - b. Everyone is expected to be on time. Thus, your service hours will be deducted according to the amount of time you arrive late (e.g., 30 min. will be deducted if you are 30 min. late to the event)
  - c. You can request your service hours by email. Report any and all errors immediately to IT. Please allow for one week of processing time.
  - d. Use of electronic devices, such as cell phones, iPods, and iPads, etc. is not allowed during events.
  - e. If you consecutively miss more than 4 weeks of activities and do not report your absences, we will assume that you are no longer interested in volunteering and will, therefore, drop your name from the organization. You will not be able to obtain your volunteer hour certification.
  
3. Dress Code / Appearance:
  - a. Requirements: You must comply with the dress codes instructed for a particular event or you will not be able to earn service hours for the day.
  - b. Reminders: When you are on duty, your behavior is a reflection of the organization, so please conduct yourself accordingly. Respect your peers, be on time, and pay attention when others are talking. Side conversations should be kept at a minimum.

# UAAYA Officer General Guidelines

## The Criteria of Being an Officer of UAAYA:

1. Must maintain a good academic track record (GPA>3.0).
2. Must complete all required applications on time.
3. Must currently be in 9<sup>th</sup>-12<sup>th</sup> grade.

## General Officer Responsibilities:

1. Punctually attends and prepares for every officer meeting, member meeting, and other UAAYA functions.
2. Participates actively during officer discussions.
3. Promptly reads and responds to all emails or UAAYA-related communications from officers and other parties.
4. Takes initiative and makes sure that assigned tasks are completed efficiently and effectively.
5. Supports fellow officers if or when they require assistance.
6. Informs the president and fellow officers of any updates on assigned tasks in a timely manner.
7. Goes above and beyond to contribute, plan, promote, and coordinate UAAYA events.

## More Information

1. Each officer can at most do two terms continuously. Each term will have a duration of two years.
2. The president will always be selected by the United Abacus Arithmetic Association.
3. All officer positions will be assigned by the president.
4. A warning will be issued to any officers who display disorderly conduct or fail to attend a meeting without prior notification.
5. Officers who receive 3 warnings will be removed from their position.