

**Neah-Kah-Nie
School District 56**

Code: **IICC-AR(2)**
Adopted: 11/12/01
Readopted: 3/10/08; 6/08/15
Orig. Code(s): IICC-AR

District Volunteers Application

Name: _____
Address: _____

Home Phone: _____
Work Phone: _____

Who to Contact in Case of Emergency:

Name: _____
Address: _____
Doctor's Name: _____

Home Phone: _____
Work Phone: _____
Work Phone: _____

References (Nonfamily):

Name: _____
Name: _____

Phone: _____
Phone: _____

Volunteer Experience:

Kind of Service: _____
Kind of Service: _____

Organization: _____
Organization: _____

Notice of Release of Information: A check for any criminal offender information may be made with the state police. In signing my name below, I authorize the district to contact my former employers, references listed on this application, or any other persons whom the district determines would assist in validating my capabilities as a volunteer or verifying any information I have provided on the application.

Have you ever been convicted of a crime? Yes No If so, in what state: _____
(Traffic violations are not considered a crime.)

Signature: _____
Social Security Number: _____

Date of Birth: _____
Date: _____

DISTRICT VOLUNTEER GUIDELINES/AGREEMENT

As a school volunteer you are a greatly needed resource. The tasks you will perform enhance the learning process for the students of the district. The following list of information was compiled in order to help you provide the most effective service possible:

1. **Be positive** – Young people can be very sensitive and may have difficulty separating sarcastic humor from criticism. Listen to the way the teacher phrases directions and gives positive reinforcement. Teachers can serve as excellent role models. Avoid using sarcasm;
2. **Discipline will be managed by the teacher** – The volunteer’s role is to assist the teacher in whatever ways you can. If a discipline problem occurs, inform the teacher;
3. **Be dependable** – Volunteers are very important. Therefore, it is essential for students and the teacher to know when a volunteer will be in the classroom. If you cannot come at a scheduled time, please call the office;
4. **Follow directions** – Ask questions! A volunteer must listen carefully to the directions given. If you do not fully understand what you are to do, please ask for clarification;
5. **Maintain confidentiality** – Individual discipline problems, academic successes or failures, or any other student or staff discussions are to be kept confidential. Confidentiality is essential to protect the rights of privacy of students, parents and teachers. Gossip can be hurtful to individuals and may cause liability problems for the district;
6. **Injuries** – In the event that a volunteer is injured while performing volunteer services, an accident report must be filed with the school secretary as soon as possible. The district provides Workers’ Compensation insurance for volunteers when they are serving the schools;
7. **Use of personal property** – Volunteers who use their personal property while serving the schools do so at their own risk. Personal property is not covered under district insurance policies;
8. **Auto insurance** – If a volunteer’s personal automobile is used for school use, the individual’s auto insurance is the “primary carrier.” A minimum of \$300,000 liability policy is needed for coverage within the state maximum liability claims;
9. **Sign-in sheet** – All volunteers must sign in on the form in the school office when entering or leaving the building;
10. **Screening/training/supervising** – Volunteers will be interviewed, trained and supervised by the staff within the building that they are working. A staff supervisor will be designated for each volunteer;
11. **Coaches** – If coaches plan to volunteer for more than three days, then National Federation of State High School Associations (NFHS) Certification is required. Contact the athletic director for any additional training requirements and information.

As a volunteer in the district, I understand that the supervising employee is responsible for determining my role in the classroom or program. My role **does not** include supervision or disciplining of students. The district reserves the right to refuse or terminate any volunteer services.

Signature: _____

Date: _____

Thank you for joining the volunteer’s team. We hope your experience as a volunteer is as rewarding to you as it is helpful to the students.

VOLUNTEER REGISTER OFFICE SIGN-IN SHEET

_____ (School Name)

_____ (Week of)

Volunteer Name	Date	Hours		Teacher & Subject	Total Hours
		In	Out		

VOLUNTEER EVALUATION

Volunteer's Name _____
School _____

Date _____
Staff Member _____

- 1. Did you enjoy your volunteer assignment? Yes No
- 2. Were you placed according to your interest and abilities? Yes No
- 3. How many hours did you work weekly? _____
- 4. Do you sign in with the office and pick up your name badge when you arrive at school? Yes No
- 5. Check the response(s) which best describe(s) the staff with whom you worked?
 - a. Courteous Yes No
 - b. Cooperative Yes No
 - c. Patient Yes No
 - d. Enthusiastic Yes No
 - e. Understanding Yes No
 - f. Helpful Yes No
 - g. Utilized your services well Yes No

- 6. In what area(s) did you provide services to staff and students?
 - a. Tutoring
 - b. Small groups
 - c. Entire classroom
 - d. Special talent
 - e. Doing what I was asked to do
 - f. Doing tasks I initiated

Of all volunteer duties assigned to you, which did you enjoy the most?

- 7. Which duties did you enjoy the least?

- 8. Do you plan to volunteer again at your present school location? Yes No

- 9. If you would prefer a different placement, please specify:

- 10. What additional comments or suggestions would you care to make about our school volunteer program?
