



DOBSON
Academy

Where Children Are the Priority!

The Arizona Ball Charter Schools

Volunteer

Program Handbook

Dobson Academy
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**WELCOME TO Dobson
Academy**

VOLUNTEER PROGRAM MISSION STATEMENT

The volunteer program at Dobson Academy strives to make a positive impact on the children of Ball Charter Schools by involving parents, family members and the community as tutors and mentors. Our goal is to enrich the lives of the children we serve, to recognize his/her individuality, and to enhance the ability to improve his/her education.

PURPOSE

Our vision is to see a diverse volunteer base representing many different facets of the community, 100% of our parents and family members working collectively as role models, tutors and mentors meeting all the needs of our children to insure a successful education.

VOLUNTEER PROGRAM HANDBOOK OVERVIEW

The following policies provided overall direction to volunteers and staff involved with volunteer and management efforts. The volunteer program reserves the exclusive right to change any of these policies at any time. Adherence to the new policies is expected. Any changes to or exceptions from these policies must be obtained from the Volunteer Coordinator of the volunteer program in writing and prior to job placement of volunteers.

These policies **apply to all volunteers** in all volunteer agencies /schools throughout the state of Arizona.

Volunteers are not employed staff, nor are they intended to take the place of staff. They are to be recognized as volunteers who supplement and support the work of staff.

Volunteers are viewed as a valuable resource to the students, staff and schools of Arizona. Volunteers have the right to:

- ◆ meaningful assignments
- ◆ the right to fair treatment as “partners-in-service”
- ◆ the right to proper training and supervision
- ◆ the right to recognition for their hours of service

In exchange, volunteers agree:

- ◆ to perform their assignments to the best of their abilities
- ◆ to honor the goals, rules and regulations of the Ball Charter School's volunteer program, volunteer agency from which they originated, and the schools in which they serve
- ◆ to hold confidential all information they receive regarding a specific child's school records, family, and background

Volunteers and staff are considered to be "partners-in-service" in implementing the mission of the volunteer program. It is essential that each partner understands and respects the needs and abilities of the other.

Volunteers are to be viewed as valuable human resources assisting in the work of educating young students. Staff is encouraged to develop creative ways in which volunteers can be of service. An adult volunteer should not be assigned to work with a staff person without that staff person's consent.

Volunteers are entitled to all necessary information pertinent to the performance of their work assignments. Volunteers should be included in appropriate memos, materials and meetings relevant to their work assignments. Responsibility for ensuring that the volunteer receives such information rests with the supervisor of the senior adult volunteer. Lines of communication should flow in both directions, and should exist both formally and informally. Volunteers need to be consulted with and informed about any decisions that would substantially affect their job duties.

Each volunteer assigned to a position with the volunteer program must have a clearly identified supervisor in the school. This person will be responsible for direct management of that volunteer. This supervisor shall be responsible for the day-to-day management and guidance of the work of the volunteer, and shall be available to provide on-going assistance and training. A volunteer may act as a supervisor of other volunteers providing that the supervising volunteers' are under the direct supervision of a paid staff person.

MANDATORY ELIGIBILITY REQUIREMENTS

To qualify for the volunteer program all applicants must:

- ✓ Submit to a criminal background check prior to volunteering
- ✓ Be a resident of the State of Arizona
- ✓ Not be a part of the existing paid work force, recognizing that volunteers supplement paid staff, not replace them
- ✓ Sign a confidentiality statement
- ✓ Be able to attend orientation and training, accept supervision and perform duties within the guidelines directed by the volunteer program

- ✓ Agree to abide by the policies, procedures and guidelines of the volunteer program volunteer agency from which they originate and/or the school in which they volunteer
- ✓ Agree to follow all safety rules of the school which are designed to protect the volunteers and the children they are serving
- ✓ Agree to complete official forms for the Volunteer program on the schedule established by the volunteer office

EMERGENCY MEDICAL INFORMATION

Volunteers must complete an emergency medical information card before entering the program. No placement may occur without this information.

CRIMINAL BACKGROUND CHECK

All volunteers must pass a fingerprint criminal history check approved by the Arizona Department of Public Safety (DPS) and Federal Bureau of Investigation (FBI) under A.R.S. 15-183 as a protection to the children we serve. The volunteer program will assume the cost of the record check.

The information received from the Criminal History Background Check will be noted on a checklist in the file of the volunteers. This information will be kept strictly confidential.

Applicants Ability to Review and Challenge the Criminal History Check –

Arizona Criminal History Only: If the applicant feels that any Arizona arrest or disposition information in the record is inaccurate, that individual can call the Department of Public's Safety's Criminal History Records Unit at 602-223-2222 to obtain a fingerprint card and a Review & Challenge packet.

FBI Criminal History Check: If the arrest or disposition information is from a federal record review, the U.S. Department of Justice Order 556-73 establishes rules allowing the subject of an FBI record to request a copy of his/her own record. The individual may submit fingerprints, an Applicant Information Form, and payment directly to the FBI according to the procedures in Title 28, Code of Federal Regulations (CFR), Section 16.30-16.34. FBI contact phone information about record review and challenge: 304-625-3878. Forms, checklists and more can also be found at www.fbi.gov under *Background Checks*.

*Applicant will receive written notice from the Volunteer Coordinator and 90 days from the date of the written notice for the applicant to review and challenge the accuracy of CJ/CHRI, to correct or complete the record, and any applicant appeal process that is afforded the applicant.

CONFIDENTIALITY

Volunteers are responsible for maintaining the confidentiality of all information to which they are exposed while serving as a volunteer, whether this information involves a student, a student's family, staff member, volunteer or other person or program business.

Information about a specific student's family, student's medical history, student progress, developmental level and family background is not to be discussed with anyone outside the program/school in any way that would invade the privacy of the student or the student's family. Names of students and student's families are not to be released.

Confidentiality will be discussed with volunteers during orientation and each volunteer will sign a confidentiality statement which will be placed in the volunteer's file.

Failure to honor confidentiality may result in termination of the volunteer's relationship with the volunteer program and/or legal action by the family.

HOURS OF SERVICE

Volunteers are encouraged to give as much of their time as they comfortably can. Specific hours for volunteer service will be determined by the individual site/school. We are trying to promote long-term volunteerism.

WORKERS COMPENSATION BENEFITS

Volunteers are not eligible for Workers Compensation Benefits or disability benefits.

RELATIVES OF STUDENTS

Relatives of students may serve as volunteers in the volunteer program. Such volunteers are required to identify relatives within the school to their immediate supervisor.

Small children, either friends or relatives, are not allowed in the classroom when you are volunteering as they often distract students and the teacher.

ABSENTEEISM

Volunteers are expected to be present to perform their volunteer assignments on a regular scheduled day and time. If it is necessary to miss a day, volunteers are expected to call in to the school to notify them of their absence. If at all possible, volunteers are asked to schedule doctor appointments, etc., during the hours they are not volunteering. If it becomes necessary to make a doctor's appointment during scheduled volunteer hours, volunteers should give notice to their immediate supervisor.

DRUG-FREE WORKPLACE POLICY

The Ball Charter Schools supports a "zero tolerance" policy regarding drugs in the workplace. No volunteer shall violate the law or School policy in the manufacture, distribution, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance.

Workplace includes any school building or any school premises and any school-owned vehicle or any other school approved vehicle used to transport staff members or students to and from school activities or on school business. Off school property, the workplace includes any school sponsored or school approved activity, event, or function where students, staff members or volunteers are under the jurisdiction of the School. In addition, the workplace shall include all property owned, leased, or used by the School for any educational or School business purpose.

Any volunteer who has been arrested and/or convicted under any criminal drug statute for a violation occurring, shall notify the Volunteer Coordinator/School Principal as soon as possible, but not more than (5) days after such arrest and/or conviction has occurred.

Any volunteer who violates this policy in any manner is subject to discipline, which will include, but not be limited to dismissal.

SMOKING POLICY

For the safety and physical well being of all volunteers, most work areas are designated as smoke free. Dobson Academy recognizes that smoking presents a health and safety hazard that can have serious consequences for the smoker, the non-smoker, and the welfare of the School.

In order to protect students, volunteers and staff members, from a harmful environment, smoking is not allowed:

- In school buildings
- On school grounds
- In school buses and other school vehicles
- At school activities

For purposes of this policy, smoking shall mean all uses of tobacco, including, but not limited to, cigarettes, cigars, pipes, chewing tobacco and snuff.

LUNCH AND BREAK PERIOD

Each individual volunteer site determines lunch and other break periods consistent with federal and state laws.

DISCIPLINARY PROCEDURES

The volunteer program, agency/station reserves the right to reassign or dismiss volunteers when such action is in the best interest of the volunteer and/or the volunteer program.

Reason for dismissal may include, but are not limited to the following:

- Inappropriate behavior with a student
- Release of confidential information
- Sporadic attendance
- Misconduct or insubordination
- Volunteering under the influence of alcohol or controlled substances
- Theft of property or misuse of equipment or materials
- Failure to abide by the volunteer program/agency/school policies
- Involvement with any illegal activities

It is the policy of the volunteer program that a series of corrective actions shall be taken as a means of modifying behavior or correcting inappropriate actions and will be reasonable, consistent with the offense, and commensurate with the individual volunteer's disciplinary record.

Levels of Discipline for corrective action for minor offenses are as follows:

1. An oral reprimand for the first offense.
2. A written reprimand for the second offense.
3. A termination for any third offense.

For a major breach in behavior the above corrective steps do not necessarily apply. A major offense may constitute grounds for immediate termination from the volunteer program. In some cases, law enforcement may be contacted. Such offenses include:

- Physical/psychological, verbal abuse
- Failure to act/negligent action
- Exploitation/mistreatment
- Unapproved behavior/inappropriate intervention/inconsiderate treatment

The volunteer will be disciplined immediately by the Volunteer Coordinator with approval from the Principal. In all cases of abuse, neglect and/or mistreatment the seriousness of the infraction must be weighed in the determination of what is the appropriate corrective action. Appropriate corrective action is that level of discipline reasonably likely to prevent the volunteer from committing future acts of abuse, neglect or mistreatment.

ABUSE/NEGLECT/MISTREATMENT

Volunteers may not exploit, (verbally, psychologically or physically) abuse, neglect or mistreat children or staff while providing volunteer services as part of the volunteer program. No form of exploitation, abuse neglect or mistreatment will be tolerated and such behavior may lead to instant dismissal and reporting to authorities.

ABUSE:

The ill treatment, violation, revilement, exploitation and/or disregard of an individual, whether purposeful, or due to carelessness, inattentiveness, or omission of the perpetrator.

PHYSICAL ABUSE:

Any physical motion or action (e.g. hitting, slapping, punching, kicking, pinching, etc.) by which bodily harm or trauma occurs. Corporal punishment is not permitted as well as the use of any restrictive, intrusive procedure to control inappropriate behavior for purpose of punishment.

PSYCHOLOGICAL ABUSE:

Includes, but is not limited to, humiliation, harassment, and threats of punishment or deprivation, sexual coercion, intimidation, whereby individuals suffer psychological harm or trauma.

VERBAL ABUSE:

Any use of oral, written or gestured language by which abuse occurs. This includes using derogatory terms to describe persons with disabilities, physical or emotional problems, or other EEO protected classes. It also includes yelling at or degrading of an individual.

EXPLOITATION:

Any act intended to exploit, extort or defraud a person including but not limited to: the misuse of authority over a child; forcing or compelling an individual to do anything illegal or immoral; attempting to extort money or property from an individual; stealing another individual's personal possessions, including food.

FAILURE TO ACT:

Including but not limited to failure to act in any manner which results in any potential or actual harm to a child; failing to report or covering up abuse/neglect/mistreatment of a child.

MISTREATMENT:

Includes behavior or site practices that result in any type of individual exploitation such as financial, sexual or criminal.

INAPPROPRIATE BEHAVIOR INTERVENTION/INCONSIDERATE TREATMENT:

Includes but is not limited to; deprivation of a meal; subjecting a child to unpleasant tastes or substances; pranks, or any other act that is inconsistent with generally accepted program practice standards, and which goes beyond failure of good judgment.

GRIEVANCE PROCEDURE

We encourage communications as the most effective approach to resolve problems in the workplace. However, all volunteers have the right to appeal a dismissal to the Volunteer Coordinator/Principal. Steps for grievance procedure are as follows:

1. The volunteer must write a letter to the School's Volunteer Coordinator, Kelly Thomas, 2207 N. Dobson Road, Chandler, AZ. 85224, requesting a hearing regarding the dismissal.
2. The Volunteer Coordinator will arrange a date and time to meet with the supervisor and the volunteer to state their perspectives of the issue.
3. The Volunteer Coordinator will make a decision based on all available data with the assistance of the Principal.
4. The Volunteer Coordinator's decision will be relayed to the volunteer and the site supervisor through a letter.
5. The decision of the Volunteer Coordinator is final.

EQUAL EMPLOYMENT OPPORTUNITY

The volunteer program follows the State of Arizona principles in regards to Equal Employment Opportunity. Discrimination against an otherwise qualified individual by reason of race, color, religion, sex age, or national origin is prohibited. Efforts will be made in recruitment to ensure equal opportunity in employment for all qualified persons.

Our commitment to establish a workplace free from discrimination and harassment is one that must be shared by all. Violations of this policy are absolutely prohibited.

Complaints or charges of violations are to be reported within (30) days to the Volunteer Coordinator/Principal on the appropriate form and will be immediately investigated.

Volunteers have the right to file a complaint or discuss the matter with the Arizona Civil Rights Commission and/or the Federal Equal Employment Opportunity Commission.

SEXUAL HARASSMENT

The volunteer program complies with EEOC guidelines on sexual harassment. Sexual harassment includes: unwelcome sexual advance, requests for sexual favors and other verbal or physical conduct of a sexual nature. This constitutes sexual harassment when (a) submission to or rejection of such conduct by an individual is used as the basis for employment decisions and/or retaliation; or (b) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Any volunteer who suspects sexual harassment should report the incident immediately to the designated coordinator for the volunteer program. All complaints received will be investigated.

Any volunteer involved in a sexual harassment act will be subject to discipline, including dismissal.

INTERVIEWING AND PLACEMENT OF VOLUNTEERS

The Volunteer Coordinator at each school is responsible for interviewing the prospective volunteers. Interviewing potential volunteers helps to determine interest and abilities of the potential volunteer, their suitability to a particular job, and their "fit" with the program—its mission and style of operation.

Proper volunteer placement should take into consideration volunteer assignments that utilize skills, interests, abilities and experience. The goal of the volunteer program is to provide volunteers with assignments to meet his/her interests.

ORIENTATION

The volunteer agency/station will provide orientation to all volunteers entering the volunteer program that will include information about the program (purpose, policies and procedures and the School policies and procedures). The orientation process sets the tone for the new volunteers and should contain sufficient information without being overwhelming.

TRAINING

Each school will provide the training necessary for the volunteer to successfully fulfill the volunteer job duties to which they are assigned. Training sessions may include such topics as:

- Understanding How Children Learn
- The Writing Process
- Math Skills
- Reading Skills

APPROPRIATE ATTIRE

It is best to neither overdress, nor underdress. Your attire should reflect your professional commitment to be of service to the school and our students. Consequently, your appearance should attract no undue attention, but it should exemplify the standards in effect at the school and those which are appropriate to the situation.

RECOGNITION

The local agency/site is responsible for providing on-going recognition for volunteers. Recognition can be as simple as a "thank you" and as formal as an annual banquet. Regardless of what you do, it is extremely important for volunteers to know their efforts are appreciated. The following principles may help.

- Recognition is an on-going, year round process. It is not limited to an annual event when everyone receives a certificate or pin or small memento. Recognition comes via smiles, calling people by name, personal notes, and birthday cards. Recognition is finding formal and informal ways of saying "thank you".
- Recognition should be personal and always appropriate to the person. Personalized recognition is based on the notion that people are different with different needs and preferences. One person may like a note from the classroom teacher, another may prefer a note from the student.
- Recognition should be timely. An immediate "thank you" or "job well done" is more important than a certificate at the end of the school year.

- Recognize initiative and leadership. Give promotions. Invite volunteers to share their ideas with other volunteers. Include creative volunteers in the training of new volunteers. When you discover people doing good things, acknowledge it!
- Recognize others who give recognition. Acknowledge the classroom teacher or school secretary for their part in creating an atmosphere that welcomes and rewards volunteers.
- Recognition should be sincere, genuine, and appropriately related to performance. Share student academic progress reports with volunteers to let them know they are making a difference!

RISK MANAGEMENT

Schools have an obligation to protect volunteers as they do their employees. A volunteer may fall and get hurt. A volunteer can accidentally damage equipment. A volunteer may inadvertently push a student. A volunteer's car may be damaged while in the parking lot. Programs that involve children and other vulnerable populations have an extra obligation to creating safeguards for all involved.

Risk Management is the process of developing good day-to-day operating policies, procedures and training. Volunteer orientation and training provides volunteers with the "tools" needed to work in a safe culture and to reduce the risks associated with the work environment. Volunteers need to know where to find the first aid kit, and the location of the nurse's office.

The most effective way to manage risks is to develop standardized procedures and policies. Some policy examples are:

- All volunteers will complete a volunteer application
- All volunteers must sign in at the school office and wear a volunteer badge while on school grounds
- No school volunteer may leave the building with a child
- Volunteers will never be alone with a student
- Volunteers will never discipline a student
- Volunteers will never meet with students after school hours or outside of school

Field Trip Guidelines for Chaperones & Parents:

All students must ride the bus on a school sponsored field trip to and from planned destinations! No exceptions!

All field trip chaperones must complete and meet the requirements of the volunteer program prior to chaperoning students on field trips. Parents and grandparents are always welcome on field trips. They would be required to pay any fees involved and would follow their child's group.

Parent chaperones may ride the bus, but in the event that there is not enough room on the bus, chaperones should drive their own vehicle and follow the bus and meet up with their group at the planned destination.

We **strongly encourage** parents not to bring younger siblings to school sponsored field trips. We have no way of guaranteeing that younger siblings will be admitted to areas or planned educational events that would be available only to Dobson Academy students.

If a parent attends a school sponsored field trip and brings a sibling, they must drive their own vehicle and **cannot chaperone a group of students**. Their child will be placed in a group with an approved chaperone and that parent can follow their child's group.

Dobson Academy has obtained group prices for our field trips. Parents who wish to use their own passes (Phoenix Zoo, Science Center, etc.) may not be able to attend any special showings and behind the scenes exhibits. We encourage parents to arrange for another day to use their own passes for family outings.

Accountability and safety for our students and staff is a priority. Thank you for your support in this matter if you have any questions, please contact Jennifer Flattre at (480) 855-6325 ext. 713.

Approved Parent Drivers For Field Trips:

➤ Approved Field Trip Drivers

Must complete and meet the requirements of the volunteer program and their Driving Record must be clear of all moving violations for the past three years. This includes parents wanting to drive students to before/after school activities. The Volunteer Program Coordinator will need from the volunteer a current driving record, copy of his/her driver's license and proof of insurance.

If you would also like to be a school approved Field TRIP Driver, you need to either go to the MVD or you can go online to <https://servicearizona.com> and request your driving record (39 month uncertified MVR).

There is a \$3.00 processing fee charged. We will need to make a copy of your driver's license and current proof of auto insurance.

Your MVR must be clear of all moving violations for the past three years as per school policy in order to be an approved driver.

This is an annual process for approved field trip drivers.

Movies/Videos: Approved Parent Field Trip Drivers agree not to show/play any movie or video rated PG13 or above without prior written approval of the School Principal or Volunteer Program Coordinator and from the student's parents.

VOLUNTEER BILL OF RIGHTS

- The Right to be treated as a co-worker, not as “just free help” or a “prima donna”.
- The Right to a suitable assignment with consideration for personal preference, temperament, life experience, & education.
- The Right to attend orientations and trainings provided.
- The Right to know as much about the organization as possible, including its policies, staff and programs.
- The Right to continuing education, information about new developments and opportunities.
- The Right to sound guidance and direction by someone who is experience, well-informed, patient and thoughtful.
- The Right to an orderly, designated place to work.
- The Right to a variety of experience.
- The Right to be heard, to have a part in planning, to feel free to make suggestions and to have respect shown for an honest opinion.
- The Right to recognition and expression of appreciation.

Volunteer Code of Ethics

As a volunteer I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work. I, like them, assume certain responsibilities and expect to account for what I do in terms of what I am expected to do. I will honor the goals, rules and regulations of the program. I will keep confidential matters confidential.

I interpret volunteer to mean that I have been accepted as a "partner-in-service" and I expect to do my work according to standards, as the paid staff members expect to do their work.

I promise to take my work an attitude of open mindedness, to be willing to be trained for it, and to bring to it interest and attention. I believe my attitude toward volunteer work should be professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

Being eager to contribute all that I can to the goals of this program, I accept this code of ethics, to be followed carefully and cheerfully.

Volunteer Signature

Date

Dobson Academy

Volunteer Confidentiality Statement

I understand and agree that in the performance of my duties as a volunteer of the Volunteer Program at Dobson Academy, An Arizona Ball Charter School, I must hold in strictest confidence any observations I may make or hear regarding students, student's families or school staff.

I understand that intentional or involuntary violation of confidentiality may result in disciplinary action; including termination from the volunteer program by the Volunteer Program Coordinator and/or legal action by others (i.e. students, families of students, school/school system, etc.).

Your signature below indicates agreement to the terms and conditions listed above and in the Volunteer Program handbook.

Printed Name _____

Volunteer Signature

Date

Dobson Academy

Service Learning Volunteer Agreement and Confidentiality Statement

Important - Please Read and Sign

Dobson Academy's Volunteer Program is pleased to partner with local universities and colleges to provide service and educational experiences at our facility that may qualify for University or College academic credit as determined by University or College.

Each student's participation should complement the service and educational activities of Dobson Academy. The student will be under the supervision of a Dobson Academy employee. Each student is expected to perform with high standards at all times and comply with all written policies and regulations of the appropriate department of Dobson Academy. Service Learning is a method of instruction in which classroom learning is enriched and applied through service to others.

Either Dobson Academy or the University or College may require withdrawal or dismissal from participation at Dobson Academy of any student whose performance record or conduct does not justify continuance.

I understand and agree that in the performance of my duties as a Service Learning volunteer of the Volunteer Program at Dobson Academy, An Arizona Ball Charter School, I must hold in strictest confidence any observations I may make or hear regarding students, student's families or school staff.

I understand that intentional or involuntary violation of confidentiality may result in disciplinary action; including termination by the program Volunteer Program Coordinator and/or legal action by others (i.e. students, families of students, school/school system, etc.).

Your signature below indicates agreement terms and conditions in it and your receipt of your copy of the Volunteer Program handbook.

Signature

Date

Printed Name _____

School or Organization _____



DOBSON ACADEMY – A BALL CHARTER SCHOOL VOLUNTEER APPLICATION

NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

PHONE: DAY: _____ EVENING: _____ CELL: _____

DATE OF BIRTH: _____ Number of Children at Dobson Academy: _____

Name _____ Grade _____ Name _____ Grade _____

Name _____ Grade _____ Name _____ Grade _____

VOLUNTEER INTEREST:

Why are you interested in being a volunteer? _____

<u>Current/Previous Employer</u>	Position/Title	Year
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<u>Previous Volunteer Experience:</u>	Volunteer Role	Year
Organization		

EDUCATIONAL BACKGROUND: _____ High School _____ College

Area of Specialization _____

Preference in Grade Level:

Kdgn. _____ Grades 1,2 _____ Grades 3,4 _____ Grades 5,6 _____ Grades 7,8 _____

Preferred Area of Service:

One-to-one _____ Read-Aloud _____ Clerical _____

Resource Person _____ Parent Mentor _____ Coordinator _____

Other _____

TIMES AVAILABLE:

Monday Tuesday Wednesday Thursday Friday

A.M. _____

P.M. _____

How many days will you volunteer per week? _____ Per month? _____

Physical limitations or restrictions: _____

Person(s) to be notified in case of emergency:

1. _____
Name Phone Relationship

2. _____
Name Phone Relationship

Have you been convicted of a misdemeanor or a felony in the last seven years? _____

If yes, please give date, nature and disposition of offense _____

Please note: A criminal record will not necessarily prevent an applicant from being a volunteer. A criminal record will be considered as it relates to specifics of the volunteer position for which you are applying.

I authorize the contact of listed references. I understand that the misrepresentation or omission of information requested is just cause

for non-appointment as a volunteer. If appointed as a volunteer, I agree to abide by the policies of the volunteer program and to fulfill the volunteer responsibilities to the best of my ability.

Applicant Signature

Date

AS A VOLUNTEER, I AGREE TO WORK WITHIN THE POLICIES AND PROCEDURES OF DOBSON ACADEMY. I UNDERSTAND AND AGREE THAT IN THE PERFORMANCE OF MY DUTIES AS A VOLUNTEER OF THE VOLUNTEER PROGRAM, I MUST HOLD IN STRICTEST CONFIDENCE ANY OBSERVATIONS I MAY MAKE OR HEAR REGARDING STUDENTS, STUDENT'S FAMILIES OR SCHOOL STAFF.

I UNDERSTAND THAT INTENTIONAL OR INVOLUNTARY VIOLATION OF THE CONFIDENTIALITY MAY RESULT IN DISCIPLINARY ACTION, INCLUDING TERMINATION BY THE VOLUNTEER PROGRAM COORDINATOR AND/OR LEGAL ACTION BY OTHERS (I.E. STUDENTS, FAMILIES OF STUDENTS, DOBSON ACADEMY, ETC.).

FOR THE PROTECTION OF OUR CHILDREN, I UNDERSTAND THAT I MAY NOT MEET WITH STUDENTS OUTSIDE THE SCHOOL SETTING WITH WHOM I AM WORKING WITH OR HAVE HAD CONTACT THROUGH THE SCHOOL. I REALIZE THIS DOES NOT INCLUDE MY CHILDREN'S PEERS OR MY ACTIVITIES IN OTHER ORGANIZATIONS SUCH AS SCOUTS, CHURCH, ETC. I AGREE TO ADHERE TO ALL GUIDELINES STATED IN THE VOLUNTEER HANDBOOK.

Applicant Signature

Date

VOLUNTEER PROGRAM SURVEY

NAME: _____

VOLUNTEER SURVEY:

1. What worked best for you when volunteering with a student?

2. What was most difficult?

3. Where did you see the greatest improvement or results with your student(s)?

4. What was most helpful in the training sessions you attended?

5. What would you like to see changed or added to the training session(s)?

THANK YOU! 



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Where Children Are the Priority!

DOBSON ACADEMY Volunteer Program Handbook & Agreement

IMPORTANT – Please Read & Sign

The Volunteer Program Handbook is our working arrangement for the school year. It contains policies and procedures for volunteering as Dobson Academy.

Your signature indicates agreement terms and conditions covered in its contents and your receipt of a copy of the Volunteer Program Handbook.

Signature

Date

NOTES