

Western Dubuque Community School District

Code No. 903.2E1

Education Volunteer Application Form

Page 1 of 2

Name: _____

Date: _____

Home Address: _____

Home Phone: _____

Work Phone: _____

Email Address: _____

Cell Phone: _____

Volunteer Information

Schools of interest:

- Cascade Elementary
 Dyersville Elementary

- Epworth Elementary
 Farley Elementary
 Peosta Elementary

- Cascade Jr./Sr. High School of W.D.
 Drexler Middle/Intermediate School
 Western Dubuque High School at Epworth

Areas of interest:

Direct Student/Staff Contact

Classroom

- one-on-one __math __reading __general
 small group __math __reading __general
 activities & projects
 computer assistance

Office

- assemble packets
 mailings
 photo copying
 miscellaneous duties

*Limited or No Student/Staff Contact**

At Home

- computer skills
 cutting, sorting, folding
 sewing
 other _____

Other

- committees
 concession stand
 ticket-taker

**Background checks are not required for these areas of interest.*

Availability to volunteer:

Days of the Week

- Monday Saturday
 Tuesday Sunday
 Wednesday
 Thursday
 Friday

Time of Day

- morning after school
 afternoon evening
 full school day
 specific time range: _____

Frequency

- occasionally
 once a week
 twice a month
 other _____

Volunteer Experience: (List other volunteer experiences, including name of organization, type of activity, etc.)

Background Information

Please list any special skills/knowledge you could share (hobbies, ethnic cultures, foreign languages spoken, etc.)

Current Occupation: _____

Employer: _____

Schools where children/grandchildren attend (if any):

- Cascade Elementary
 Dyersville Elementary

- Epworth Elementary
 Farley Elementary
 Peosta Elementary

- Cascade Jr./Sr. High School
 Drexler Middle/Intermediate School
 Western Dubuque High School

References: (Please list the name, phone number, and email address for two personal references.)

Principles of the Volunteer Education Services Program

- The Volunteer Education Services Program of the Western Dubuque Community School District operates with the approval of the Board of Education and the school administration, and is guided by the principles and policies of the school district. Therefore, volunteers are bound by the same code of ethics, district policies and regulations as the professional staff.
- Volunteers whose primary role is that of working directly with students or assisting staff on a regular basis are required to have a satisfactory criminal records background check and a satisfactory abuse registries background check prior to volunteering and being added to the approved volunteer list.
- Approved volunteers must complete a new “Education Volunteer Application Form” each school year to remain on the approved list.
- A two-year lapse of volunteer service will require an updated satisfactory criminal records background check and satisfactory abuse registries background check prior to resuming any volunteer services on a regular basis.
- Volunteers serve only in an auxiliary capacity under the direction and supervision of professional school personnel and with the approval of the building administration.
- Volunteers provide supplemental and supportive service to the District, school program, staff and students. Volunteers are not a substitute for any member of the school staff and will take no action(s) which may disrupt, undermine, or interfere with the educational process.
- A volunteer does not have access to confidential files and records.
- The relationship between volunteers and the school staff should be one of mutual respect and confidence.
- Volunteers must maintain confidentiality of students and staff as well as visitors and other volunteers.
- The District has exclusive rights to terminate the services of a volunteer at any time.
- Volunteers must sign-in at the main school office upon arrival and receive a name tag and sign-out (and return name tag) at the end of their service.

Volunteer’s Signature*: _____ Date _____

** My signature indicates that I understand and agree to the expectations as outlined above.*

Confidentiality

While you are working as a school volunteer, you may see or hear privileged (confidential) information. Any confidential information you may see or hear during the course of your volunteer time must remain private. Please keep in mind that even unintentional mention of confidential information during conversations, inside or outside of school, is still a breach of confidentiality and doing so risks the right of privacy of our students, staff, and/or their family members. Volunteers must hold any information about a student, including but not limited to: academic progress, behavior, family-related incidents, etc., completely confidential. Communication about a student (other than a volunteer’s own child) is restricted to the teacher and school administration. A breach of confidentiality may result in the termination of a volunteer’s involvement as a school volunteer.

Volunteer’s Signature*: _____ Date _____

** My signature indicates that I understand and agree to the expectations as outlined above.*

Conduct

Volunteers will dress themselves, groom themselves, and conduct themselves in a professional manner. Volunteers will demonstrate respect, fairness and dignity when interacting with students, staff, visitors, and other volunteers. Volunteers will obey local, state, and national laws and hold themselves to high ethical, moral, personal, and professional standards. Volunteers must notify the principal of any school they volunteer at of any arrests, filing of any criminal charges, and/or any disposition of any criminal charges pending against them. Notification should occur within three (3) business days of the incident or before volunteering again; whichever occurs first. Simple misdemeanors do not need to be reported (i.e. traffic violation). Volunteers must also notify the principal of any child abuse complaints filed against them as well as the findings in any complaint against them alleging child abuse. Notification should occur within three (3) business days of the incident or before volunteering again; whichever occurs first.

Volunteer’s Signature*: _____ Date _____

** My signature indicates that I understand and agree to the expectations as outlined above.*