

VOLUNTEER APPLICATION

Completion of all items required. Please print clearly.

Name_____

Address_____

Telephone #_____

(Home)

(Work)

(Cell)

E-Mail Address_____

Emergency Contact Name and Phone Number(s):

Date of Birth_____ *(Needed for State of Wisconsin Background Check)*

Social Security Number_____

(Needed for State of Wisconsin Background Check – Will not be shared or used for any other purposes.)

Driver's License Number_____

(Only needed if position may require transporting students in school vehicles. DOT Background Check will be completed.)

Availability

When are you available?_____

Building Level/Classroom/Co-Curricular Position Applied for:_____

Have you taken the ASEP course (Volunteer Coaches)?_____

Have you ever been employed by the district?_____

If so, when?_____

Have you ever been convicted, plead no contest to any offense or violation other than minor violations (include felonies, misdemeanors, or municipal ordinance violations)? ____ Yes

____ No List pending charges for such violations.

(over)

Educational Preparation

High School_____ City_____

Graduation Date_____

College/University_____

Location_____

Graduation Date_____ Major/Minor_____

Educational Preparation (contd)

Other, i.e., courses in First Aid, CPR, emergency, etc._____

Related Experiences (Recreation, coaching, hobbies, interests, etc.)

My signature below indicates that I have completed this application accurately and truthfully,
and have given my permission to the district to verify any and all information.

Signature

Date

(Do NOT Write In This Space)

Assignment(s)_____

Effective Dates: From_____ To_____

 From_____ To_____

Signature of the approving activity director_____

Signature of the approving building principal_____

Signature of the approving superintendent_____

Date_____

SOURCE: DEERFIELD COMMUNITY SCHOOL DISTRICT

CODE OF ETHICS FOR VOLUNTEERS

1. Maintain Confidentiality

In your role as volunteer, you may read and hear information about students that is *confidential*. It may be the result of classroom or achievement tests, attendance data, financial or personal family information, social or behavioral actions, or other interactions. There may be times that a staff person may need to share confidential information with you or a student may tell you something in confidence. You may hear conversations between students and teachers, students and students, or between district personnel. All these things are confidential and should never be discussed with others who do not have a legitimate need to know. If you suspect a child is being abused or neglected, this should be reported immediately to the building administrator.

Parents, friends or community members may, in good faith, ask you questions about the progress or problems of a student knowing that you are a volunteer. Discussion of individual students, teacher, or staff, or their actions and/or their abilities, is considered a breach of professional conduct, and the student's right to privacy.

2. Be Reliable

Remember that students and staff members depend on, and appreciate, your presence. If you find you will be running late, please contact the school.

3. Be a Good Role Model

All faculty, staff, administrators, board members, and school volunteers serve complementary roles in promoting positive character development.

In schools, as in families, children care about our values because they know we care about them.

a. Volunteers serve as **caregivers** – respecting students, helping them succeed at the work of school, treating each student as having worth and dignity, and enabling students to gain a first-hand appreciation of the meaning of ethics by being treated in an ethical way.

b. Volunteers serve as role **models** – ethical persons who demonstrate a high level of respect and responsibility both inside and outside the classroom.

c. Volunteers serve as **mentors** – providing guidance through explanation, storytelling, encouragement of positive behavior, and corrective feedback – especially one-on-one correction.

(over)

4. Practice Open and Positive Communication

Address any concerns or issues promptly and productively. You may contact the classroom teacher or the building principal to express your concerns.

Communication is the key to establishing good relationships that benefit everyone.

I agree to follow the procedures for volunteers as outlined above. I understand that my volunteer status may be revoked for failure to follow the Code of Ethics for Volunteers.

Name (Please print)

Signature

Date