

***ST. JOHNS LUTHERAN SCHOOL  
VOLUNTEER PACKET***

***2019-2020***

# VOLUNTEER APPLICATION GUIDELINES

## **Definition of a Volunteer:**

Anyone with a sincere interest in contributing to the education of students by serving as a non-paid employee in the school. A person who may contribute regular hours at the school, or several hours to a specific one-time activity or event. Under the supervision of school personnel, a volunteer provides supportive assistance based on their unique experience and skills. These services serve to complement and enrich the educational growth of our children.

1. All volunteers must complete a volunteer application packet, which includes the following:
  - Volunteer Application
  - Volunteer Statements affirming understanding of: Confidentiality, Discrimination and Prohibiting Harassment, Intimidation and Bullying laws and procedures
  - Background Check
2. Volunteer application packets must be renewed each year.
3. Volunteers who remain under the direct supervision of teachers and staff while at school do not need to complete the application packet. These volunteers should not be left alone with or have unsupervised contact with individuals or groups of students. Examples of such volunteers; grandparent visiting a classroom, parent helping with a class party, parent providing a show and tell item for a student.
4. A copy of the volunteer packet along with the results of the background check must be on file in the school office before volunteering can occur.
5. Volunteer drivers must have a copy of his/her driver's license and proof of insurance on file in the school office.
6. Volunteers will be notified upon application completion and approval.

**St. Johns Lutheran School  
Volunteer Application  
2019-2020**

Volunteer's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

- Copy of Driver's License and Insurance Card required on file.

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**St. Johns Lutheran School Volunteer Statement Affirming Understanding**

I understand that information regarding students, families, staff, and the organization may be confidential in nature and that as a volunteer at St. Johns Lutheran School I will. . .

- respect the confidential nature of any verbal or written communication I receive regarding students, families, staff, and organization and keep personal information confidential at school and after I leave school.
- be discreet in any verbal communication by not discussing students, staff, or families in front of others.
- immediately report directly to the principal or classroom teacher any information disclosed to me concerning a child's safety.
- make reasonable efforts to assure that each student is protected from harassment or discrimination, and I will not harass nor discriminate against any student, staff member or volunteer.

I also understand that I will directly supervise at all times my own non-student children if they are with me during the time of my volunteering duty.

I understand that relationships developed with children at school should remain at school and that for the protection of student, staff member, and volunteer, volunteers should not be left alone to supervise children.

Volunteer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name: \_\_\_\_\_