

Adult Volunteer Application Scheduling Sheet

Adult Basic Education
School Year 2018 - 2019

Please provide the following information to assist us in scheduling your volunteer time. Your contact information will allow us to place you in volunteer position(s) and to notify you if anything changes with your assignment. Providing your contact information is optional, but if you do not provide it, you will not be able to volunteer. We may share your contact information with school district employees who need the information in order to do their jobs, appropriate people in an emergency, and/or parent group (PTO/PTA/Advisory Committee) representatives as needed by event coordinators. We will also release your information if a court orders its release, or if you authorize the release of information to other agencies.

Last Name _____ First _____ MI _____

Address _____ City _____ Zip _____

Email address _____
(please print clearly)

Contact me at (_____) home work cell
Secondary Number: (_____) home work cell

Medical emergency contact _____
(Name) (Phone Number) (Relationship)

Please check one:

- I am the parent/guardian of current ISD 279 student(s).
- I am NOT the parent/guardian of current ISD 279 student(s). NOTE: **Please attach a clear and legible copy of your photo ID**, or present your photo id to school staff for us to copy.

Are you volunteering as a member of an organization? If so, please share the name of your organization: _____
(Optional)

Please list school-aged children in this school:

<u>Student Name</u>	<u>Grade</u>	<u>Teacher and / or Advisor</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

SCHEDULING INFORMATION

Please indicate days and times that you are available to volunteer	Day(s)	Monday	Tuesday	Wednesday	Thursday	Friday	<input type="checkbox"/> At Home Projects
	Time(s) am/pm						

I agree:

- that any photos taken while participating in an ISD 279 Osseo Area Schools activity may be used in District informational or promotional materials
- to review and support the district's Volunteer Handbook (find the link at <http://district279.org/community-education/community/volunteer>)
- to review and support school board POLICY 924 – SCHOOL/COMMUNITY RELATIONS - SCHOOL VOLUNTEERS (http://www.district279.org/images/Dept/SchoolBoard/Policy-Procedures/Policy_924.pdf)
- to hold harmless the ISD 279 Osseo Area Schools for any actions taken by me
- that if I have misrepresented information provided on this application and/or fail to adhere to program guidelines, my application approval may be withdrawn.

Signature

Date

NOTE: The BACKGROUND DISCLOSURE portion of the volunteer application (attached) MUST be returned to school for your volunteer application to be complete.

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Volunteer Name (please print):

Last Name _____ First _____ MI _____

This Background Disclosure page of the Adult Volunteer Application is a screening document. It will be reviewed by the volunteer coordinator to determine whether or not a criminal history background check is needed.

If a criminal history background check is needed, you will receive a Background Authorization Investigation Form from your volunteer coordinator. Submission of the Background Authorization Investigation Form is required before a criminal history background check can be run.

This Background Disclosure page, which includes private data, will be stored separate from the Scheduling Sheet (page 1 of the Adult Volunteer Application) in a secured location as designated by the principal or site leader.

This Background Disclosure portion of the Adult Volunteer Application **MUST** be returned to school for your volunteer application to be complete.

Are you a current ISD 279 employee? NO YES
If 'yes':

Employee ID Number: _____

(If you are an ISD 279 employee, please sign and return this form with the scheduling sheet of the volunteer application. Do not complete the Consent and Acknowledgement section - found below.)

CONSENT AND ACKNOWLEDGEMENT

If you are not a current ISD 279 employee, you must answer each of the following questions. Refusal to answer these questions will result in denial of approval for you to volunteer at school. Based on responses to these questions and/or the volunteer assignment for which you are considered, District 279 reserves the right to request a criminal history background check (you will be notified if this is the case). The background disclosure section of the adult volunteer application and information contained in it is PRIVATE and will only be shared with the volunteer coordinator, principal, site leader, Human Resources, and/or people authorized by law to have access as needed.

Have you ever been convicted of a criminal offense other than a minor traffic violation? NO YES

Have you ever had any adjudicated finding of child abuse filed in your name? NO YES

Does your name appear on any Sex Offender Database in any state or country? NO YES

If your response to any of the above three questions is 'yes', please answer the following questions:

Has ISD 279 run a criminal history background check on you in your capacity as a volunteer in the past? NO YES

If 'YES', please provide approximate date: _____, and has anything changed in your background since the previously run criminal history background check? NO YES

Signature

Date

MOTIVATIONAL QUESTIONNAIRE

It is important to Osseo Adult Basic Education program that we help you to be successful in your volunteer tutoring work. Please complete the following questions so we can better assess if our program is the best volunteer placement for you.

- 1) Check any of the following boxes that detail any formal education, training and/or credentials (certificate, degree, license) that you have for teaching or tutoring adults?
 - a. Teaching degree _____
 - b. Teaching license _____
 - c. Teaching certificate _____
 - d. 12-hour Pre-Service Training from MN Literacy Council _____
 - e. Other Teacher/Tutor Training _____
 - f. None _____

- 2) Please describe any teaching/tutoring/training experience that you have had (number of years, subjects you taught/tutored, age groups taught, etc.)

- 3) What are you hoping to contribute or gain through this experience?

- 4) What amount of time per week can you commit to tutoring adults in our program? We have daytime classes from 9 a.m. to 1 p.m. Monday – Friday and evening classes from 5:30 to 8:30 p.m. Monday- Thursday. (Most of our volunteers work from 2 to 4 hours each week)

- 5) Can you commit to tutoring weekly during the entire school year? (From September – end of June - excluding vacations, school closures, family commitments, or illness of course)

- 6) What experiences have you had with adults from cultures and language groups other than your own?

- 7) Will you have any challenges getting to and from our building for your volunteer work? Any other challenges you will face to tutoring weekly?