



# Mountain Sage Community School 2017-2018 Volunteer Application & Agreement

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

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

Any student relationships? Names: \_\_\_\_\_

Grades: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Hours and days available for volunteer work: \_\_\_\_\_

Language/s spoken: \_\_\_\_\_ Physical limitations: \_\_\_\_\_

Previous work or volunteer experience that would aid the projects you'd prefer:

\_\_\_\_\_

## **Volunteer Skills & Interests**

- |   |   |
|---|---|
| <input type="checkbox"/> School Community (Parent Circle, Enrichment, socials, etc.)  | <input type="checkbox"/> Library Assistance |
| <input type="checkbox"/> Classroom Support (making copies, cutting paper, running errands, etc.)                                      | <input type="checkbox"/> Classroom Reading  |
| <input type="checkbox"/> Playground Monitors (extra eyes on the kids, helping the young kids into winter gear, Gaga Ball supervision) |   |
| <input type="checkbox"/> Facility Maintenance (building repairs, equipment maintenance, etc.)   | <input type="checkbox"/> Garden & Compost   |
| <input type="checkbox"/> Handwork (knitting, painting, drawing, carving, etc.)  | <input type="checkbox"/> Sewing or Quilting |
| <input type="checkbox"/> Building & Crafting (woodworking, metal & welding, etc.)   | <input type="checkbox"/> Festivals          |
| <input type="checkbox"/> Take Home Projects   | <input type="checkbox"/> Other: _____       |

Comments, or anything else you'd like us to know about:

\_\_\_\_\_  
\_\_\_\_\_

# Protocol for Mountain Sage Volunteers

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## Volunteers Must:

1. Be registered and approved by the school prior to volunteering. A background check is done on all first-time volunteers, as well as randomly during their volunteer tenure.
2. Sign in/out upon arrival and departure and record the hours volunteered.
3. Always wear their volunteer nametag while at school.
4. Only work in their assigned area, and follow specific rules and classroom procedures.
5. Respect the confidentiality of everything they see or hear.
6. Be punctual and give advanced notice of absence, when possible.
7. Avoid language that may be perceived as discriminatory, sexist, or offensive.

## Volunteers Should:

- Attend a Volunteer Orientation to understand the volunteer rules and requirements.
- Ask questions when they arise, & feel free to refuse an assignment you feel you are not qualified to perform.
- Be familiar with the immediate objectives to be performed by the student(s).
- Be honest in your approach and attitude.
- Be patient when working with students.
- Be flexible in responding to the needs of students and staff.
- Be a positive role model for students in attitude, behavior, language and dress.
- Be respectful of the school's infrastructure.
- Respect the teacher as the professional educator, and accept direction and constructive criticism.
- Ensure positive closure. Students should be left with the message that you have enjoyed working with them.

## Volunteers Should Not:

- Assume responsibility for the supervision of the class in the absence of a teacher.
- Assume responsibility for the discipline of students.
- Diagnose student needs or counsel students.
- Establish instructional objectives, or make decisions regarding the relevancy of certain activities or procedures to the attainment of instructional objectives.
- Provide the initial instruction for accomplishing the instructional objectives.
- Make decisions regarding the appropriateness of any teaching materials for accomplishing instructional goals.
- Make judgments regarding the attainment of instructional objectives.
- Enter grades in the computer or grade book if students are identified by name.
- Contact parents regarding the performance of students or write comments on papers that go home.
- Present gifts or give food to individual students.

## The Legal Stuff...

- You have a legal responsibility to report any suspected child abuse to the teacher or School Director.
- Volunteers are covered by, and afforded the protections of, the Colorado Government Immunity Act and the Colorado Teacher and School Administrator Protection Act, and where possible, covered by the school's liability insurance.
- You may declare as a deduction from your taxes the cost of transportation to and from home and the school.

## Confidentiality Agreement:

To ensure every student's right to privacy, volunteers are expected to maintain the same high standard of professionalism and confidentiality expected of our staff. Do not talk about anything you may observe or hear about children and families in the classroom to your friends or family. Remember that each family has a right to their privacy, just as you do. You may, under limited circumstances, have access to student education records and other information connected with your authorized duties. Student education records include all records, files, documents and other materials that contain personally identifiable information on any student, as well as the personally identifiable information itself (including student grades and test scores). You agree not to discuss with others, while serving as a volunteer or when no longer in a volunteer role, the content of any specific confidential student records nor disclose student education records, personally identifiable student information in such records, or other information regarding any student. While in the possession and control of confidential student records, and while handling, distributing, organizing, mailing, or filing records, you understand that you must protect those documents from being viewed or obtained by non-authorized individuals. Questions about the content of confidential student records must be directed to a Mountain Sage employee who is authorized to review the record and comment on its content.

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## Registering to Volunteer

All volunteers must complete the following steps, & may volunteer only after you have been approved.

1. Acquaint yourself with the school's the Volunteer web page.
2. Read and complete the Mountain Sage Volunteer Application & Agreement.
3. Complete the online Verified Volunteers background check process.
4. Await notification of approval. This usually takes 7-10 days.
5. Receive your confirmation from the school and schedule your time to volunteer!

**Possible reasons for denial of volunteer status at Mountain Sage may include:** *Felony conviction - Two or more DUI convictions - Any domestic violence convictions - Any child abuse/ reckless endangerment convictions - Any outstanding warrants - Any current charges where the court date is outstanding (pre- conviction) - Any conviction involving the illegal sale of a controlled substance - Any conviction involving unlawful sexual behavior or unlawful behavior involving a child - Any other information that suggests an applicant's volunteer service may be incompatible with the protection of student health, welfare, safety or morals*

**Reasons to dismiss a current volunteer may include:** *Not adhering to the rules and procedures of MSCS - Violating the Volunteer/Confidentiality Agreement - Being under the influence of drugs or alcohol - Acting in a manner that is incompatible with the protection of student health, welfare, safety or morals - Abuse or mistreatment of students, staff or other volunteers*

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As a volunteer for the Mountain Sage Community School, I am aware that I am a role model for the students, and that my actions need to reflect the professional conduct of an adult working with children. I affirm that I have read, and fully understand, the Mountain Sage Volunteer Application & Agreement and will abide by these terms.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

 Thank you! Your volunteer commitment is very much appreciated.