



# Welcome Volunteers

## Volunteer Program Mission Statement

*The mission of the volunteer program of the School District of Manatee County is to increase student achievement through community involvement by matching individuals' time, talents and resources to school and student needs.*

**When parents, guardians and members of the community support local schools, children behave better, increase achievement and graduate at higher rates.**

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**Y**our role as a volunteer is a very important one, and we hope that your involvement in our schools will be as rewarding for you as it will be for our students, teachers and school staff.

**V**olunteers enhance the quality of education in our schools by giving of their time and talents, which in turn, gives our schools the opportunity to excel beyond measure. Volunteers also provide creative avenues of assistance to staff, teachers and students that could not otherwise be afforded.

**F**or the safety of all students, there are several requirements that must be met before becoming a volunteer.

- You must provide a valid U.S. driver's license or state identification. It will be checked against the national registry database of sexual predators and offenders and must clear.
- Read the entire application and Information Guide.
- Complete an application.
- Agree to the terms and provisions in the Volunteer Application with your signature.

**P**lease let us know how we can further add to your experience in our schools by contacting the volunteer coordinator where you serve or the district office. ***The best hour spent is the one that's given away.***

## **Volunteer Helpful Hints**



- **Identification**

It is important you maintain proper identification and wear your **Raptor Name Badge** at all times while on campus. For the safety of everyone on campus, the school staff needs to remain aware of who is on campus at all times.

- **Confidentiality**

Please keep information you learn about students between yourself and your assigned supervisor, as it is confidential information. A misplaced comment can be devastating to a student, a family, and a volunteer program. If you have questions or concerns, speak with the school site volunteer coordinator.

- **Field Trips / Chaperone**

Refer to on page 3 of this guide under the 3.10 2© Policy and Procedures; Support Service Volunteer. However, please also refer to the District's Field Trip Handbook located on our website:  
<http://www.manatee.k12.fl.us/parents/pdfs/Field%20Trip%20Handbook%202012.pdf>

- **Attendance and Punctuality**

Reliability is expected because teachers and school staff plan for volunteer assistance. If you cannot attend your scheduled visit, please call or email the school as soon as possible to notify the teacher or staff be of your impending absence.

- **Dress Code**

Please keep in mind, you are a role model. Follow school guidelines for student dress code.

- **Emergencies**

In case of an emergency or when you have concerns for student safety, please report immediately to a teacher or administrator. Your school may have specific guidelines and/or procedures.

- **Volunteering is not limited to the classroom!**

You may be able to make phone calls or help with a project from work or home.



# 2012-2013 Volunteer Application

School District of Manatee County

**EdVantage**  
Inspiring Our Students to Learn, Dream and Achieve

<b>Personal Information</b>		Title: <input type="checkbox"/> Dr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr.	
Last, First, Middle Name:			
E-mail Address:			
Home Phone:		Cell Phone:	
Address:		City:	State: Zip:
DOB: (mm/dd/yyyy) / /		Driver's License#:	
S.S.#	Gender: <input type="radio"/> M <input type="radio"/> F	Any physical limitations: Y / N Indicate <input type="radio"/> <input type="radio"/>	
Hobbies, Interests, Special Skills?		Language Spoken Other Than English:	
		Language Written Other Than English:	
		<input type="checkbox"/> I am a SDMC Employee. Work Location:	
Employer:		Work Phone:	
Employer's Address:		City:	State: Zip:
<b>Volunteer Information</b>		School Preference:	
Teacher Preferred:		Preferred Grade Level:	
Type of Work Preferred:			
Do you have a child/children at this school? Y / N If so, provide their name and grade level: Relationship: <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other - List _____			
Student's Name: (First and Last)		Grade:	Teacher:
Indicate most convenient time: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			
<b>Criminal Offense Review:</b>		Have you been convicted or found guilty of a criminal offense in a court of law? Y / N <input type="radio"/> <input type="radio"/>	
Are you currently serving probation, parole, or community service as part of a court-ordered sentence and/or disposition? Y / N <input type="radio"/> <input type="radio"/>			
If you answered yes to the questions above in the criminal offense review, you must list on the reverse side of this form, date of arrest or charge, location/arresting agency, specific offense and disposition.			

## 2012 - 2013 Volunteer Application Agreement



My signature below certifies that I have read, understand, and agree to strictly abide by the Volunteer Policy and Procedures of the School District of Manatee County as set forth in the Volunteer Application & Information Guide. My signature below also certifies that I have provided the School District of Manatee County with accurate information. I understand that failure to provide accurate information and failure to adhere to the School District of Manatee County's Volunteer Policy and Procedures may result in my application being denied and any and all volunteer privileges immediately revoked. All applicants must meet the hiring standards of the School District of Manatee County.

Applicant's Signature:

\_\_\_\_\_

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

Date: \_\_\_\_\_

**In case of an emergency who may we contact on your behalf:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**Name of School Personnel Processing Application:**

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

School: \_\_\_\_\_ work extension \_\_\_\_\_

### **Attention - Volunteer Coordinators:**

**Keep signed original of completed application and signature page.**  
*Please provide a copy to the prospective volunteer.*