



Wickenburg Unified School District

APPLICATION FOR VOLUNTEER POSITION

40 West Yavapai Street • Wickenburg, Arizona 85390

Phone (928) 668 5350 • FAX (928) 668-5390

<http://www.wickenburgschools.org>

Dear Volunteer Applicant:

We would like to thank you for considering volunteering in the Wickenburg Unified School District. A volunteer is a very special person, providing services for the students and staff of the district without any expectation of receiving payment for those services.

The main goal of Wickenburg Unified School District is to assist students in obtaining an excellent education. With assistance from parents, grandparents and members of the community, the quality of education students receive is greatly enhanced.

Thank you for your interest in our schools. If we can be of assistance to you in the volunteer process, please do not hesitate to call the Volunteer Coordinator, Mrs. Valarie Shumway at 928-668-5317.

Sincerely,

Dr. Howard Carlson
Superintendent

VOLUNTEER APPLICANT CHECKLIST

- Volunteer On Campus ONLY**
 - Volunteer Application (Site school to check off)
 - Volunteer Interest Survey (Site school to check off)
 - Volunteer Emergency Information (Site school to check off)
 - Volunteer Service Agreement (Site school to check off)
 - Background Information (**Principal's signature required**)
 - Volunteer PowerPoint Training (*Completed in Volunteer office*)
- Volunteer Off Campus Participation also needs to complete the following:**
 - A copy of your Fingerprint Clearance Card (*Volunteer office to confirm-off campus only*)



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VOLUNTEER APPLICATION/INTEREST SURVEY

Name: _____ Date: _____

Mailing Address: _____

Email Address: _____

Phone: _____ Best time to contact you: _____

Location where you wish to volunteer: _____

School where children attend: _____

Their names, grades: _____

I would be interested in volunteering in the following areas: (check all that apply):

Classroom Instructional Volunteer

_____ Grade(s) of interest

_____ Subject area(s) of interest

Committee Involvement

_____ CIT

_____ District Committee

_____ Campus Committee

Clerical Assistance Volunteer

- _____ Xeroxing
- _____ Word processing
- _____ Preparing materials (laminating, cutting, etc.)
- _____ Bulletin Boards/displays
- _____ Newsletter assistance

Additional Opportunities

- _____ Book Fair Helper
- _____ Library assistance
- _____ Health Office Volunteer
- _____ Office Volunteer
- _____ Mentor
- _____ Lunch/Playground support
- _____ Other

Special Projects Volunteer

- _____ Chaperone, ie: field trips
- _____ Fine Arts Assistance (art, band, choir, drama)
- _____ Concession stand
- _____ Special Event (varies by school)

How much notice do you need in order to schedule time to volunteer?

- 1 day 2-3 days 1 week 2 weeks 1 month

When are you available to volunteer?

- Before school After school Weeknight Saturday Sunday
- Morning Afternoon During part of the school day Can work on projects at home

WORK/VOLUNTEER EXPERIENCE

Please list your previous work and/or volunteer experience, including any work with children.

REFERENCES

Please list below three references from non-relatives who are familiar with your personality, character, and work experience. Please include your current/last employer.

Name: _____ Relationship: _____

Phone# _____ Address _____ City _____ State _____ Zip Code _____

Position/Title: _____ Email Address: _____

Name: _____ Relationship: _____

Phone# _____ Address _____ City _____ State _____ Zip Code _____

Position/Title: _____ Email Address: _____

Name: _____ Relationship: _____

Phone# _____ Address _____ City _____ State _____ Zip Code _____

Position/Title: _____ Email Address: _____

VOLUNTEER EMERGENCY INFORMATION

Name (please print) _____
Last First Phone

Relative or person to call in case of emergency _____
Name Home Phone Cell Phone

Physician _____ Phone _____

Choice of Hospital _____

Illness or health conditions of note _____

Medications taken _____

Allergic to _____



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Volunteer Service Agreement

I have read, understand and agree to abide by the policies and procedures for volunteers as set forth by the Wickenburg Unified School District including but not limited to the following:

DEFINITION OF A VOLUNTEER: A VOLUNTEER is a very special person who provides services for the students and staff of the district without any expectation of receiving payment for those services.

SUPERVISION: School Volunteers always work under the supervision of the professional staff at each school and only with those staff who have requested the services of the volunteer. The district is responsible for the education, safety and well-being of each student. Understandably for these reasons, the teacher and/or principal may dismiss any volunteer whose actions are not in the best interest of the school or students.

CONFIDENTIALITY: As volunteers work with the staff and students, information of a confidential manner may be shared. The problems, abilities, relationships and confidences of students, their parents and the staff should NEVER be discussed with anyone who does not have the professional right or need to know them. Volunteers are not to probe into the personal lives of students and their families. Concerns about students should be brought immediately to the teacher and/or administrator.

DISCIPLINE: Students rarely have behavior problems while working with volunteers. However, our schools have detailed discipline plans and the responsibility of discipline rests with the professional staff. Volunteers may not discipline students. Make the teacher aware of any discipline problem that arises while working with a student.

RELEASE OF AND CONTACTING STUDENTS: Volunteers may never release a student from school. Students who must leave school early for any reason must receive permission from the school office and sign out before leaving. Under no circumstances may a volunteer take a student off campus. Volunteers may not walk or drive students to their homes unless the child's parent has notified the school office in advance and given written permission for the volunteer to do so. Volunteers are not to make arrangements to meet students outside of school or be invited to the home of the volunteer.

DRESS CODE: Take your lead from the staff and dress appropriately for the job you are doing. Casual clothing is fine; however, be neat and professional.

SCHOOL RULES: The school handbook outlines the school rules. Refer to it if you have any questions. Ask your supervisor to explain the school policy for use of telephones, eating facilities, fire drills, and emergency procedures. Remember, volunteers are to use the staff/adult restrooms, **NOT** student restrooms.

I further understand that the safety, well-being and education of students are of the utmost priority. Failure to comply with the standards of service as outlined here and in the Volunteer Handbook will result in termination of service.

| | |
|-------------------------------|--------|
| _____ | _____ |
| Volunteer Name (please print) | School |
| _____ | _____ |
| Volunteer Signature | Date |

BACKGROUND INFORMATION

The District is asking the following questions because of its concern for the health, safety and welfare of the students. Answer these questions truthfully. If any of the boxes are marked "YES" please attach a letter of explanation.

| | YES | NO |
|--|--------------------------|--------------------------|
| Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you ever been dismissed (fired) from any job, or resigned at the request of the employer, or while charges against you or an investigation of your behavior was pending? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer: | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there any other incident or occurrence in your life, which is not otherwise referred to in this application, which has a bearing, either directly or indirectly, upon your character or fitness for employment with this district? | <input type="checkbox"/> | <input type="checkbox"/> |

I hereby certify that the information presented on this application is true, accurate and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents at Wickenburg Unified School District. I authorize Wickenburg Unified school District to make reference checks prior to volunteering, and I will execute such documents to facilitate this investigation. I understand that I cannot volunteer until this has been completed.

I understand that misrepresentation or omission of pertinent facts may be cause for dismissal as a volunteer.

Volunteer Signature

Date

Approved to Proceed: Yes No

Administrator's Signature

****PLEASE ALLOW 2 WEEKS FOR PROCESSING, AFTER WHICH YOU MAY CONTACT THE CAMPUS ADMINISTRATOR FOR VOLUNTEER OPPORTUNITIES. THE VOLUNTEER OFFICE WILL CONTACT YOU IF WE HAVE ANY QUESTIONS, OR CONCERNS ABOUT YOUR APPLICATION.**