



Office Use Only	C-40
Referred to:	
Date:	

EDUCATION VOLUNTEER APPLICATION

The Cedar Rapids Community School District appreciates the involvement of volunteers in supporting the instructional program and enriching the learning environment. Whether you are chaperoning field trips, assisting office staff, or mentoring a student in reading or mathematics, your involvement does make a difference. If you are interested in serving as an education volunteer, please complete the information below to help us make the best use of your time and talent.

Name _____ Telephone Number (home) _____

Home Address _____

E-mail Address _____

Retired: Yes No (If yes, list former occupation) _____

Employer _____ Telephone Number (business) _____

Address _____

Occupation _____

Schools where children attend: (if any) _____

SKILLS & INTERESTS: I am interested in volunteering at the following grade level(s):

Elementary Middle School High School Any Specific School _____

I am interested in volunteering in these areas (check all that apply):

At School

- Classroom support
 - Small group skill development
 - One-on-one skill development
- Field trip chaperone
- Career/enrichment days
- Buddy Programs/Mentoring
- Building specific programs
 - Speak Up (Elementary/5th)
 - Rockin' Reader (Elementary)
 - Baby Think It Over (Middle)
 - Other _____

At Home

- Computer skills
- Material Preparation
- Other _____

Please list any special skills/knowledge you could share (hobbies, ethnic cultures, foreign language spoken, etc.)

AVAILABILITY TO VOLUNTEER: once a week twice a month occasionally other (specify)

The best time for me is: morning afternoon

VOLUNTEER EXPERIENCE: List other volunteer experience(s), including name of organization, type of activity:

REFERENCES

Please list the name, phone number, and email address for two personal references:

Name _____ Phone _____ E-mail _____

Name _____ Phone _____ E-mail _____

PRINCIPLES OF THE VOLUNTEER SERVICES PROGRAM

All education volunteers must understand and agree to the following:

- The Volunteer Services Program of the Cedar Rapids Community School District operates with the approval of the Board of Education and the school administration, and is guided by the principles and policies of the school district.
 - Volunteers must complete a Volunteer Disclosure Statement, per Board Procedure 1002.a. Any identified convictions will require a background check, interview with a District administrator, and specific approval (denial).
- Volunteers serve only in an auxiliary capacity under the direction and supervision of professional school personnel and with the approval of the building administration.
- Volunteers provide supplemental and supportive service to the District, school program, staff and students. Volunteers are not a substitute for any member of the school staff and will take no action(s) which may disrupt, undermine, or interfere with the educational process.
- A volunteer does not have access to confidential files and records.
- The relationship between volunteers and the school staff should be one of mutual respect and confidence.
- Volunteers must maintain confidentiality of students and staff.
- The District has exclusive rights to terminate the services of a volunteer at any time.
- Volunteers must sign in upon arrival and receive a name tag and sign out (return name tag) at the main school office.

I understand and agree to the expectations as outlined above.

Signed _____

Date _____

CONFIDENTIALITY CLAUSE

I realize as a volunteer I must hold any information about a student’s academic progress, behavior or a school-related incident completely confidential. I also acknowledge that communication about a student (other than my own child) is restricted to the teacher and school administration. I further understand that information concerning other volunteers is considered confidential. A breach of confidentiality may result in the termination of my involvement as a school volunteer.

Signed _____

Date _____

Please return completed form to: Community Relations Office
Cedar Rapids Community Schools
Educational Leadership & Support Center
2500 Edgewood Rd NW
Cedar Rapids, IA 52405

For additional information, contact us at 319-558-2124, or e-mail volunteer@cr.k12.ia.us