

VOLUNTEER INFORMATION

Thank you for volunteering! What follows is helpful information for you as a volunteer that you should keep for your information. Also included are a Volunteer Release Form, Confidentiality Agreement and Waiver of Liability that we ask you to fill out and return to the Executive Director.

PURPOSE OF VOLUNTEER PROGRAM

- ❖ Enrich and enhance students' learning.
- ❖ Enable the school to offer more individual attention to the students.
- ❖ Provide individuals an opportunity to participate in a variety of activities within the school.
- ❖ Promote and strengthen the partnership between families, community and the school.

BENEFITS

- ❖ Volunteer experiences the satisfaction of helping people.
- ❖ Volunteers get to share their time and talent.
- ❖ Students will see a clear relationship between families, community and school.
- ❖ Student's self-confidence improves when they notice the interest and involvement their families and community have in their school activities.

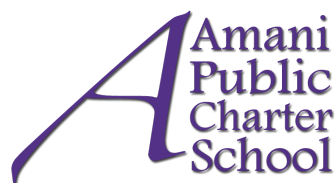
VOLUNTEER PROCEDURES

Volunteer Application Form

Complete and return your Volunteer Application Form and Criminal Background Release Form to the school Volunteer Services Coordinator before starting your volunteer assignment.

Sign-In/Volunteer Badge

Upon entering the school you should sign in with the Security Guard. Volunteers are asked to sign in each time they work at the school. For security reasons, and in case of an emergency, it is important for the staff to know who is in the school and why. After you have signed in report immediately to the main office so that you can receive your volunteer badge and we can check you in. Please make sure to return your volunteer badge to the main office at the end of your time and we can check you out. This process allows us to record the time you have volunteered. We keep records of all our volunteers, this helps us to evaluate the volunteer program and recognize volunteers for their contribution of time. The hours spent volunteering serves as an example of the commitment to quality education at our school.



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If You Must Cancel

Call the school as soon as possible if you are unable to come when expected – 914 668-6450.

GUIDELINES FOR VOLUNTEERING

Accept Direction: Accept direction and supervision. While recognizing that you are an important leader, you do not take the place of a staff member, but you are a supplementary person who offers assistance and enrichment with your personal skill and competence.

Appearance: As representative of Amani, volunteers, like staff, are responsible for presenting a good image to students and to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Assignment: If the assignment does not prove to be what you expected, please notify the Director of Curriculum and Instruction.

Be Dependable: Come when promised and on time. Students, staff and other volunteers count on you. If you are unable to keep a commitment, call the office and leave a message for the Director of Curriculum and Instruction or the Executive Director as far in advance as possible.

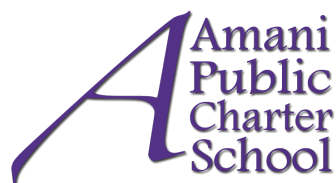
Communications: Keep good communications with staff, building volunteer services coordinator and other volunteers. Any question is a good question- be sure to ask! Make every effort to arrange a time to talk with the Director of Curriculum and Instruction when there are problems or questions.

Confidentiality: Confidentiality is important to the integrity of our program. It is important to respect the privacy of all students, staff and other volunteers. Never repeat anything you have heard or seen about individuals while volunteering.

Discipline: Volunteers may not discipline students beyond maintaining order in their group of activity. Please report any problems with students' behavior to the Director of Curriculum and Instruction. The professional staff of the school is always responsible for discipline.

Job Duties: It is important that all volunteers stay within the parameter of the assignment that the Director of Curriculum and Instruction had directed. Consult with the Director of Curriculum and Instruction if you have any questions regarding your assignment.

Student Contact: As a volunteer you will meet many students and will enjoy working with them! However, volunteers should not telephone students, visit them at their homes or meet students off school grounds. In



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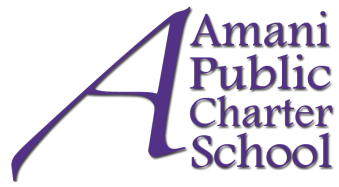
addition when working with students, whether individually or in small groups, you will always be placed in highly visible areas. This is not only for the protection of students but volunteers as well.

WHAT I SHOULD NOT DO AS A VOLUNTEER

- ❖ Have access to student permanent record files
- ❖ Diagnose student needs
- ❖ Make final evaluations on student achievement
- ❖ Counsel students
- ❖ Discuss student progress with parents

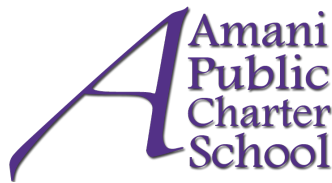
TIPS FOR WORKING WITH STUDENTS

- ❖ Call students by name; be friendly and caring.
- ❖ Be enthusiastic, patient and kind.
- ❖ Praise success.
- ❖ Be honest with students. It's OK to say, "I don't know."
- ❖ Be comfortable with silence. Allow students time to think and form answers.
- ❖ Do not give any student materials on your own without first discussing it with the teacher.
- ❖ Accept students as they are. Be sensitive to differences in background, culture, religion, values, vocabulary and aspirations.
- ❖ Never make a promise you can't fulfill.
- ❖ Do not eat candy, snacks or gum when working with students unless it is part of programming.



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- ❖ Be dependable and prompt.
- ❖ Keep calm in an emergency.
- ❖ Maintain your sense of humor!
- ❖ And by all means, enjoy yourself! You have the opportunity to make a positive difference in someone's life! How wonderful is that?!



VOLUNTEER INFORMATION

BACKGROUND RELEASE FORM, WAIVER OF LIABILITY AND PHOTO RELEASE

Only one form needs to be completed by a volunteer each school year. Please print clearly in ink:

In connection with my request to serve as an unpaid volunteer, I understand that investigative inquiries on my background, in accordance with all state and federal laws, will be made on me and may include information as to my personal character, mode of living, general reputation, and other qualities pertinent to my service.

Name: _____
First Middle Last

Phone: _____

Home Address: _____
Street City Zip Code

Background Check Information

1. Have you been charged with, arrested for, or convicted of, any crime involving a sex offense or any felony involving a controlled substance? ☐ Yes ☐ No
2. Have you ever been charged with, arrested for, or convicted of, any other crime (other than a traffic violation)? ☐ Yes ☐ No
3. Have you ever been the subject of an investigation or complaint involving an allegation of sexual abuse? ☐ Yes ☐ No

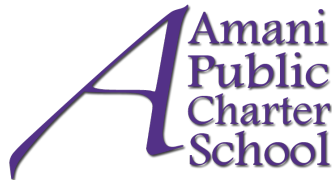
If you answered YES to ANY questions, list all offenses/allegations below and attach an explanation:

Offense/Allegation	Date	Place
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By signing below, I acknowledge that I understand that Amani Public Charter School may make inquiries about any criminal history. Furthermore, I understand that Amani Public Charter School may request information from various federal, state and other agencies that maintain such records.

Signature of Volunteer	Date
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Printed Name: _____



VOLUNTEER INFORMATION

Waiver of Liability

Amani Public Charter School does not provide liability insurance coverage to personnel serving as volunteers for the school. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by Amani Public Charter School and to document the volunteer's acknowledgement that they are providing volunteer service at their own risk.

By your signature below:

1. You acknowledge that Amani Public Charter School does not provide insurance coverage for the volunteers for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to Amani Public Charter School.
2. You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to Amani Public Charter School.
3. You agree to waive any and all claims against Amani Public Charter School, or its officers, directors, trustees, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to Amani Public Charter School.

Signature of Volunteer

Date

Printed Name: _____

Media Release

I give permission for the Amani Public Charter School to record, film, photograph, interview and/or publicly exhibit, display, distribute or publish my name, appearance and spoken words during the 2011-2012 school year, whether undertaken by school staff, scholars or anyone outside the school, including the media. I agree that the school may use, or allow others to use, those works without limitation or compensation. I release the Amani Public Charter School staff from any claims arising out of my appearance or participation in these works.

Signature of Volunteer

Date

Printed Name: _____