

**THE SCHOOL DISTRICT OF LEE COUNTY**  
**VOLUNTEER APPLICATION**  
 VOLUNTEER SERVICES PROGRAM • 2855 COLONIAL BLVD. •  
 FORT MYERS, FL 33966  
 TELEPHONE 239-337-8154

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City/Zip: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
 (C) \_\_\_\_\_  
 Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Female: \_\_\_\_\_ Male: \_\_\_\_\_  
 Email (Optional): \_\_\_\_\_ Drivers' License #: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

**Personal and Reference Information:**

Educational Background: \_\_\_\_\_  
 Occupation or Retired: \_\_\_\_\_  
 Hobbies, Interests, Skills: \_\_\_\_\_  
 Languages spoken other than English: \_\_\_\_\_  
 Previous Volunteer/Mentor Experience: \_\_\_\_\_  
 Personal Reference: (Non-Relative)  
 Name: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
 Relationship to applicant: \_\_\_\_\_

**Volunteer Preference:**

Is there a particular type of volunteer work in which you are interested? *(Check all that apply.)*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Mentor                 | <input type="checkbox"/> Clerical/Office Assistant | <input type="checkbox"/> Committees (PTA/PTO/SAC)         |
| <input type="checkbox"/> Individual tutoring    | <input type="checkbox"/> Classroom Assistant       | <input type="checkbox"/> Athletic Programs                |
| <input type="checkbox"/> Small group tutoring   | <input type="checkbox"/> Computer Lab              | <input type="checkbox"/> Assisting with Vocational Fields |
| <input type="checkbox"/> Cafeteria/Hall Monitor | <input type="checkbox"/> Special Projects          | <input type="checkbox"/> Judging for Competitions         |
| <input type="checkbox"/> Media Assistant        | <input type="checkbox"/> Public Speaking           | <input type="checkbox"/> Other _____                      |

I am most comfortable with:  Reading  Writing  Math  Science  Social Studies  Music  Art  PE Other: \_\_\_\_\_

I prefer working with:  Pre-K and K  Elementary  Middle School  High School  Adult Education

Days Preferred:  M  T  W  TH  F and/or @ home \_\_\_\_\_ Hours Preferred:  A.M.  P.M. \_\_\_\_\_

Do you have a child attending this school? \_\_\_\_\_ Teacher/Grade: \_\_\_\_\_

Have you ever been convicted, pled no contest to, or had adjudication withheld in a criminal offense other than a minor traffic violation or are there any criminal charges now pending against you? Yes\_\_\_ No\_\_\_  
 (Note: Operating a vehicle while intoxicated is not considered a minor traffic violation.)

I certify that the information provided herein is true, complete, and correct to the best of my knowledge. I understand that misrepresenting the information may disqualify me from volunteering. I understand that I have no legal right to volunteer. I understand that the school administration maintains the right to place and dismiss volunteers. In order for The School District of Lee County to complete the processing of volunteer applications, I understand a Sexual Offender Search will be conducted and, if needed, a criminal background check may be completed.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY — SCHOOL YEAR\*:** \_\_\_\_\_  
 (FDLE must be checked each year.)

		Date	Checked By
<b>FDLE</b>	<a href="http://www.flsexoffender.net/offender/homepage">http://www.flsexoffender.net/offender/homepage</a>	_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____
<b>Interviewed By</b>	<b>Comments</b>	<b>Date</b>	<b>Additional Screening Needed</b>
			YES___ NO___

\*Returning volunteers are not required to complete a new application, unless required by the school.

<b>Applicant Approved</b>	
_____	_____
Principal	Date
_____	_____
School Volunteer Coordinator	Date
Volunteer Assignment: _____	

## GENERAL INFORMATION

- ◆ District Volunteer Services promotes volunteerism and supports school-based volunteer coordinators with program information and technical assistance. Individual schools actively recruit parents, businesses, and interested citizens who wish to volunteer in their particular school.
- ◆ Potential volunteers obtain volunteer applications from the school in which they seek to volunteer. Completed volunteer applications should be kept in a secure location. Volunteer applications are public information; however, they should be kept in a secure location.
- ◆ **It is the responsibility of each individual school to screen applicants and keep the volunteer application on file\*. Each school is responsible for completing reference checks (optional) and the required Sexual Predator screening. The screening must be completed and documented yearly for each volunteer. If a criminal background check is deemed important and the results prohibit the individual from volunteering, please contact the District Volunteer Coordinator.**
- ◆ The principal must approve all volunteer applicants before they assume volunteer duties.
- ◆ School personnel have permission to duplicate any materials provided by District Volunteer Services.
- ◆ Volunteers are covered under the District's worker's compensation insurance if they require medical treatment for an injury incurred in the course and scope of their volunteer employment. Volunteers who are placed through outside organizations such as Foster Grandparents are covered by that organization's insurance.

## ROLES AND RESPONSIBILITIES

A school volunteer program acts as a vehicle to provide additional educational resources to students, teachers, and other staff members. When each participant works as a team member, the school volunteer program will run as smoothly as any professionally managed program. Each person involved with a school-level volunteer program performs an essential role. The suggested roles and responsibilities determine how each participant will be involved with the school-level volunteer program:

### Volunteer

- ◆ Works as a team member with faculty and staff.
- ◆ Follows policies, rules, and regulations.
- ◆ Works closely with administrators, teachers and the volunteer coordinator.
- ◆ Follows directions.
- ◆ Asks questions when needed for clarification.
- ◆ **Is responsible, prompt, dependable, and maintains confidentiality.**
- ◆ Has respect for students and others working with the program.
- ◆ Is willing to share ideas, talents, and skills.
- ◆ Is willing to serve as an appointed, non-paid employee.
- ◆ Recognizes that the teacher has primary instructional responsibilities.