



Elite Scholars STEAM Academy

VOLUNTEER REGISTRATION PACKET

Dear Prospective Volunteer,

Thank you for expressing an interest in volunteering at Elite Scholar STEAM Academy. One hour, one day a week, one day on a special project or a field trip-your efforts make a difference for students, staff and our school!

Please be sure to carefully read the **Volunteer Information and Guidelines** included with this packet. These guidelines have been set up for the safety of both students and volunteers. Upon completion, simply fill out the attached form and submit it to the school office along with a **\$20 check**. **Please note, the completed form must be returned by at least one parent per household and returned to the ESSA office on or before September 1.**

Head of School
Elite Scholars STEAM Academy

Below is a checklist and description of the forms which you must complete:

- Volunteer Enrollment Form** – Please provide as much information as possible about your preferences and availability. Submit this form along with the others to the school office.
- Background Investigation Authorization and Release** – Elite Scholars STEAM Academy requires that all prospective volunteers undergo a criminal background check. Please make sure that you complete and sign this form. **No person can volunteer until a successful background check has been returned to ESSA.**
- Will you be volunteering more than 5 hours per week? ____ Yes ____ No
If Yes, the Certification of Freedom from Tuberculosis form must be completed by a health care provider. Submit this form to the school or program with which you will be volunteering.

When these forms are complete, **the originals should be returned to ESSA's main office along with your check for \$20. This form must be turned in no later than September 1 and at least one volunteer is required per enrolled family.**

Thank you again for your interest in volunteering at Elite Scholars STEAM Academy. We hope that you will find this a satisfying and rewarding experience.

Volunteer Procedures

- For the safety of our students, all prospective volunteers will be subject to a background check.
 - Always report to the main office first to sign in and get a visitor badge.
 - Wear identification badge provided by the school while participating in volunteer activities.
 - Upon departure, make a final stop in the main office to sign out and return the visitor badge.
 - Adhere to the ESSA volunteer guidelines.
 - Young children may not accompany parent when volunteering.
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Volunteer Guidelines

Confidentiality

Maintain student confidentiality at all times. Do not discuss any student with anyone except teachers, counselors, and volunteer coordinators. As you work with staff and students, remember that the problems, abilities, relationships and confidences of students, their parents, and staff should never be discussed with anyone other than a professional staff member of our school.

Discipline

The school and each classroom have an established discipline policy. Remember that your role is a supportive one. The teacher and principal are completely in charge and you are to support students by encouraging them to make good choices and demonstrate appropriate behavior. Physical discipline is strictly prohibited. We appreciate your efforts and help.

Helping the Teacher and Class

Parent/Guardian volunteers work under the direction of the classroom teacher or office staff member who defines the volunteer's duties and expectations. Volunteers are only permitted to work with students on school grounds and under the supervision of the school staff. Use good judgment and avoid any compromising situations. Work in a room with other people at all times.

Appropriate Touching

Handshakes and high fives are considered appropriate, friendly touches. Never touch a child in anger. If a student is unruly or disrespectful, refer him/her to the classroom teacher. If for some reason the classroom teacher is not available refer the child to the main office. You are required to immediately report to staff persons any physically abusive or sexually exploitative behavior towards a student. ***School personnel are mandated reporters. Should a child be touched inappropriately by a volunteer, the school is obligated to file a report with the Department of Children and Family Services.***

Safe Verbal Communication

Let your conversation demonstrate respect for others and yourself. Avoid language that may be perceived as discriminatory, sexist or offensive.

Be Professional

- Maintain a constructive attitude. Do not make any negative comments about the school, personnel, or the students to other volunteers or individuals outside of the school.
 - If you are going to be late or absent please call the school.
 - Be prompt and consistent in your attendance. Teachers and students plan their work around you being here.
 - Establish and maintain good working relationships with students, teachers and other personnel.
 - Never be under the influence of alcohol or drugs. Do not smoke on school grounds.
 - Do not lend money, contribute or solicit money for organizations while you are on school grounds
 - Do not use the internet inappropriately. Internet sites that are not conducive to a professional or educational environment are strictly prohibited.
 - Alert school staff immediately if any student has an accident while they are working with you.
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We want your volunteer time at Elite Scholars STEAM Academy to be an enjoyable and rewarding experience. If you have any questions or concerns, please contact the office at 618-726-2022.

Student Information

Student's Name	Grade	Teacher
Student's Name	Grade	Teacher
Student's Name	Grade	Teacher

Reference Information

List at least two personal non-related references:

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Waiver of Liability

Elite Scholars STEAM Academy does not provide liability insurance coverage to non-school personnel serving as volunteers for ESSA. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by Elite 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 ESSA does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the Elite Scholars STEAM Academy.*
- 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 ESSA, agree to waive any and all claims against ESSA, or its officers, 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 the school.*

I have read the volunteer guidelines, understand their purpose, and agree to abide by them as a volunteer at Elite Scholars STEAM Academy. I understand that volunteer privileges may be revoked should I choose not to abide by any of these guidelines. I am aware that a background check and administrative approval must be granted prior to participating in volunteer services.

Signature: _____ Date: _____

Volunteer Fingerprint Background Investigation Authorization and Release Form

Note: This form must be completed by every applicant, regardless of criminal background.

I hereby request and authorize the release of any information which pertains to any record of convictions contained in law enforcement files or in any criminal file maintained on me whether local, state or national. I hereby release local, state and national law enforcement agencies from any and all liability resulting from such disclosure.

Print Full Name: _____ Suffix (JR, SR, II, III, and IV): _____

Print Maiden Name, if applicable: _____

Address: _____ Day Phone: _____

Street City State Zip
 Date of Birth: _____ Sex: Male Female Race: _____
 Height: _____ Weight: _____ lbs Eye Color: _____ Hair Color _____
 Ft. In.

Race Key: C=Caucasian H=Hispanic
 B=Black/African American
 A=Asian/Pacific Islander I=Native American/Alaskan U=Unknown

Social Security Number: _____ - _____ - _____ Birth Place: _____
 City State

REQUIRED CRIMINAL RECORDS DISCLOSURE: The existence of a criminal record does not automatically disqualify you for volunteer consideration, unless it is a conviction for an enumerated crime. (Please see the back of this form for a listing of enumerated crimes.) However, it is important that the School know your complete criminal history to properly evaluate your application. You must disclose it in full. Failure to disclose each conviction may result in disqualification of your volunteer application.

Convictions include *all* felony or misdemeanor convictions, whether by plea of guilty, *nolo contendere* or no contest or after bench or jury trial. Convictions that result in sentences or probation, conditional discharge or imprisonment must be reported. Convictions of driving while intoxicated or under the influence (DUI) and driving on a revoked or suspended license must be reported. But, convictions that resulted in sentences of supervision in Illinois or traffic offences other than DUI or driving on a revoked or suspended license should not be reported (i.e. speeding tickets, running a red light or stop sign, driving without insurance etc.) Finally, you are not obligated to disclose sealed or expunged records of conviction or arrest.

Have you ever been convicted of any type of crime? ____ Yes ____ No

If yes, describe each conviction below (attach separate sheets if necessary):

Date	State	Conviction

I, the undersigned,

1. acknowledge and verify that all information provided above is true and accurate and that I am the person named above.
2. supply this information to authorize and enable Elite Scholars STEAM Academy to perform a background investigation, which may include, but not limited to, a Criminal Conviction Information check and fingerprinting.
3. understand and agree that the information obtained through the background investigation will be used to determine whether I can volunteer for Elite Scholars STEAM Academy or whether volunteer service will be approved.

Signature: _____ Date: _____

Elite Scholars STEAM Academy Volunteer Opportunities

Elite Parent Partners – Ongoing

These volunteers chair one or more of the volunteer opportunities that are listed below. This parent is also the Class Rep for a specified grade level. As an Elite Parent, it is your responsibility to:

- Chair at least one event.
- Manage the volunteers that will be assisting you.
- Report directly to office staff in regard to supply needs, volunteer complaints/problems.
- Assist with the Spring Gala.
- Assist with the Open House Activities.
- Assist with the Phone-A-Thon.
- Assist with admitting new students (i.e. building tours, follow up calls etc.)

Book Fair – Fall

This fundraising event benefits our classroom libraries and is held in November. Volunteers help with the set-up and tear down of the book fair. They also assist with sales.

Classroom Helper or Lunchroom Helper– Ongoing

Volunteers assist the classroom teachers or in the lunchroom as needed. This may include working with individuals or small groups in the classrooms, helping with an activity, assisting with classroom parties, making copies, or helping to oversee the lunchroom needs of students.

Costume/Set Design Helper – Ongoing

Volunteers help with school productions. This may include building and decorating sets, collecting and/or creating props, and designing costumes. Help is also needed in sewing, washing and pressing costumes for ESSA programs.

Office Support/Copier – Ongoing

These volunteers make copies for faculty and staff members in the teacher workroom. This may also include passing out fliers or other paperwork to faculty and staff members.

Field Trips – Varies

Each classroom teacher makes arrangements for at least one classroom field trip throughout the course of the school year. Volunteers will be provided specific information regarding the field trip from the classroom teacher.

Elite Scholars Spring Gala – March

These volunteers will assist with making the Elite Scholars Spring Gala a huge success. This may include set-up and tear down of the gala, selling tickets, finding sponsors and securing the site for the Gala.

ESSA Fall Fundraiser – November

The fall fundraiser is sponsored by the Elite Parent Partners. Volunteers are needed to help coordinate and work the fundraiser.

Teacher Appreciation Luncheon – Early Spring

The Teacher Appreciation Luncheon is sponsored by the Elite Parent Partners. Volunteers are needed to help with this activity.

Elite Scholars Yearbook – Ongoing

The Yearbook Committee works all year to create the ESSA yearbook. Parent volunteers are needed at each grade level to take pictures that capture the special memories of our school year. Help is also needed with uploading pictures to the yearbook website.

New Student Fair – August

This event is sponsored by the Elite Parent Partners. This event needs volunteers to greet new families, match new families with sponsor families, assist with set-up and tear down, arts and crafts, game booths and monitoring the event

Sponsor Parent – Ongoing

Volunteers assist with helping new ESSA family's transition into the school. Different events provide an opportunity where current parents can become better acquainted with new parents, and encourage them to become involved in the school and its activities.

Phone-a-Thon – Spring

Volunteers are needed to assist with calling parents to collect the pledges that they agreed to at the beginning of the school year.

Open House BBQ – Fall

Volunteers help with the set-up and tear down of the Open House BBQ. They also assist with arts and crafts, game booths and monitoring the event.

School Sponsored Events – Ongoing

Volunteers may help with decorating/setting up for these events. They may also assist with providing support to classroom teachers, lunchroom staff and office staff to ensure that the event runs smoothly.

Grandparent's Day – Fall

May Day – Spring

Founder's Birthday – March

Winter Celebration – December

Fall Festival – October

Graduation – May

Talent Show – Spring

Building and Grounds – Ongoing

Volunteers help with maintaining the building and grounds. This may include painting, landscaping, and construction.