

EOC, Inc. Volunteer Application Form

Desired Volunteer Assignment (select from list below) _____

Name: Last _____ First _____

Address: _____ City _____

State: _____ Zip _____ County _____

Phone: _____ (text? Y/N) Email: _____

Employer/Occupation: _____

Education (degree/school): _____

Skills/Abilities/Knowledge (to help make a good match to needs): _____

Availability (days/evenings): _____

Emergency Contact (Name/Phone): _____

Agree to Criminal Background Check: yes _____ no _____

Prefer volunteer option without background check _____

Please highlight Preferred Volunteer Options:

- Field Trip Chaperone
 - Educational Talent Search program-7th through 12th graders (Background Check required)
 - EOC Adult program-19 years and older (No background required)
- Tutor: Both programs (SAT & College Preparation) (Background required)
- Mentor students and adults via text, skype or phone (background required) (signed Mentor agreement required)
- Guest Speaker: Both Programs No background required
 - Speak as part of career panel to discuss occupation
 - Speak to classroom about career & college path
- Put together packets for students (No background required)-usually before field trips & at the beginning of the school year
- Work tables at Career Fairs (both programs) throughout the year (No background required)
- Photography for ETS & EOC programs & field trips
- Social Media support



Volunteer Handbook

Program Year 2019-20

Thank you for supporting Educational Opportunity Centers, Inc. (EOC, Inc.)

Your time is appreciated and we encourage you to discuss any ideas or concerns you have with us.

This manual serves as a guide; it contains useful information that will assist you in your role at Volunteering WA. The content is based on best practice, however should you require further explanation please discuss with your Volunteer Services Manager.

We hope you will enjoy your time with us; we aim to make your experience fun and will invite you to regular social occasions, our workplace offers you flexible volunteer hours and a volunteer role that you will find enjoyable.

Thank you for joining us.

History

The Educational Opportunity Centers, Inc. (EOC, Inc.) manages two TRIO Programs under the U.S. Department of Education. The TRIO Programs include: Educational Talent Search (ETS) and Educational Opportunity Centers (EOC). Both programs prepare and motivate high school students and adults for success in postsecondary education and ultimately their careers. EOC & ETS generate skills necessary for success in education among low-income and potential first generation college students enrolled in high school. The goal of both EOC and ETS is to assist people who are the first in their family to go to college as well as meeting the income guidelines of 150% of the poverty line.

TRIO Programs were enacted under President LB Johnson's War on Poverty and the Economic Opportunities act of 1964; today there are eight TRIO Programs that work toward this common goal. EOC, Inc. was founded in 1980 and has offered services for over 35 years to residents of counties from the Lehigh Valley north to the New York border and east to the New Jersey border as well as counties as far away as Columbia County.

The ETS program is ran in the following target schools: Scranton, Wilkes-Barre, Hanover Area, Hazleton, and Shenandoah Valley. ETS students enter the program in the 7th grade and continue with intense academic and career preparation through graduation. The career exploration component, including field trips, and career exploration fairs and classes, is one of the most beneficial aspects of the ETS program. Academic support is provided by offering students workshops on study skills, time management, and tutoring; SAT preparation classes are offered several times a year to coordinate with testing dates.

The EOC program is offered to adults who are 19 years or older or in high schools where ETS is not offered. A large portion of the EOC program is career exploration. The career exploration program is designed to build self-confidence and give participants exposure to high priority careers and assist with planning for the potential position. EOC Academic Specialists provide assistance with applying to college and completing all financial aid paperwork as well as scholarship searching and applying.

Mission of EOC, Inc.

To provide excellent educational services to those individuals in our target area and target schools that wish to improve their lives via education.

Mission Statement EOC

The mission of the Educational Opportunity Center Program is to increase the awareness of postsecondary educational opportunities available to low-income and educationally disadvantaged adult population that desire to pursue a postsecondary education and to assist **2,233 (16-17 PY)** of these eligible adults in preparing for entry into postsecondary educational programs.

Mission Statement ETS

The mission of Educational Talent Program is to increase the awareness of postsecondary educational opportunities to eligible participants in the EOC, Inc. target schools in grades 7 through 12. Providing services toward academic achievement to low-income and first-generation college students. 2016-17 Program goal: 1,000 in the following target schools: Scranton, Wilkes-Barre, Hanover Area, Hazleton, and Shenandoah Valley.

Criminal Background Checks

A Background Clearance may be required to enable volunteers to carry out their volunteer duties. In some circumstances, a volunteer may also be required to have a *Child Abuse Clearance* as well. *EOC, Inc. will reimburse volunteers who make a one-year commitment to volunteer with the agency.*

EOC, Inc. will advise volunteers of the procedures required to apply for the identified clearance/s and will meet the normal costs associated with obtaining the required clearance/s.

EOC, Inc. retains the right to require volunteers to renew the required clearance/s at least every two years.

Volunteer Rights, Responsibilities & Principles

As a volunteer, you have the right:

- to work in a healthy and safe environment
- to be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation
- to be given accurate and truthful information about the organization for which you are working
- to be given a copy of the organizations volunteer policy and any other policy that affects your work
- not to fill a position previously held by a paid worker
- to be provided with orientation to the organization
- to be provided with sufficient training to do your job

Principles of Volunteering:

- Volunteering benefits the community, agency and the volunteer
- Volunteer work is unpaid
- Volunteering is always a matter of choice
- Volunteering is a legitimate way in which citizens can participate in the activities of their community
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs
- Volunteering is an activity performed in the not for profit sector
- Volunteering is not a substitute for paid work
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers
- Volunteering respects the rights, dignity and culture of others; and

EOC, Inc. places importance on the induction of new volunteers. A *Check List* is available to assist the volunteer with understanding all aspects of EOC, Inc.'s operations, policies, programs, procedures and staff member responsibilities are understood.

A copy of the *Orientation Checklist* is available as *Appendix 1*.

The Executive Director will introduce you to staff & volunteers.

Feedback forms

EOC, Inc. values your contribution to the organization, and we would like to ensure you are satisfied with your role. The Executive Director will review the volunteer program on an annual basis and seek your feedback. Please speak with the director at any time you have a concern.

Hours of Duty

EOC, Inc. offers a flexible working environment for volunteers and endeavors to accommodate volunteer requirements. The core hours of operation are 8.30am to 4:30pm Monday to Friday. However, volunteers may be requested to work outside these hours and or from home.

Confidentiality in the workplace

Except when expressly authorized by EOC, Inc. a volunteer will not directly or indirectly reveal or cause to be revealed to any third party any confidential dealings, finances, transactions or affairs of EOC, Inc. or any of its clients which may come to their knowledge during their period of volunteering.

Volunteers will not, unless expressly authorized by EOC, Inc., use for their own benefit or gain or that of any other person, firm or company, any confidential information belonging to EOC, Inc.

Volunteers will not disclose confidential information to any other employee not authorized to receive such information. Volunteers will sign a confidentiality agreement. Appendix 2.

A volunteer's obligation in these matters continues to apply after the termination of their role without limits in time.

****See Current Volunteer Needs sheet for options to share your talents with EOC, Inc.**

Appendix 1: Orientation Checklist

1. Application Completed with submission of Background Clearances if needed
2. Review of Agency Background, Programs, & Services to understand mission, vision and objectives
3. Assignment of Volunteer duties
4. Training on proper procedures for volunteer duty
5. Evaluation Form reviewed

Appendix 2: Confidentiality Agreement

Statement of Confidentiality

In accordance with the Family Rights and Privacy Act, I understand that the following documents collected by Educational Talent Search and Educational Opportunity Centers require the utmost confidentiality: transcripts, test scores, social security numbers, financial aid information and enrollment status. I will uphold the confidentiality of all documents and information I am in contact with EOC, Inc. and in the ETS and EOC Programs.

Signature

Date

Volunteer Assignment: _____