

VOLUNTEER APPLICATION

Thank you for your interest in volunteering at Christocrats Academy of Science & Technology! We are very excited about this opportunity for you to join us in helping each student reach their full potential.

Mission Statement

Educating students of all races and ethnic backgrounds for God's Kingdom and service to the humanity.

Helping parents fulfill their obligation of raising their children in the fear and admonition of the Lord.

Assisting each student in reaching his or her God-given potential in the best possible time.

Creating a Christ-centered environment for each student's growth and development according to God's plan.

Preparing students to make the choices of life according to the truth as revealed by the Word of God.

We ask that each family (one or both parents) should volunteer eight hours each school year. This can be completed in a day, once a month, on a special project, or a field trip. We know your volunteer time will be rewarding! Your efforts make a difference for our students.

Dear children, let us not love with words or speech but with actions and in truth. 1 John 3:18

VOLUNTEER POLICIES AND PROCEEDURES

1. Carefully read the Volunteer Process, Procedures and Guidelines included with this packet. These guidelines have been established for the safety of both students and volunteers. Volunteers should adhere to the CAST volunteer guidelines.
2. Complete the Volunteer Application and submit it to the school office. Volunteers must complete orientation and background checks (prior to assignment to a position). Volunteers must complete first aid/CPR training prior to relevant assignments.
3. Always report to the school office first to sign-in and get a "**Volunteer**" badge. Wear the identification badge provided by the school and abide by Christocrats Academy of Science & Technology dress code (wear school colors) while participating in volunteer activities. Upon departure, make a final stop in the school office to sign out and return the "Volunteer" badge.
4. **Classroom Parent/Guardian** - Parent/Guardian volunteers work under the direction of the classroom teacher or office staff member who defines the volunteer's duties and expectations. When serving as a classroom volunteer, the teacher(s) will work with you to create a volunteer schedule. The office staff will be provided with the schedule so that they know when to expect classroom volunteers. If for any reason, you will be unable to volunteer at your regularly scheduled time, please notify the classroom teacher or office to make alternate arrangements. Volunteers are always under the direct supervision of a credentialed staff member and should never be alone with any child.
5. **Impartiality** - A volunteer shall favor no one side or party more than another in all school situations. When working in the building, adhere to the volunteer schedule and try to keep your role as volunteer and parent separate. If your child has a problem, let your child work out the problem with others and the teacher through established classroom routines and procedures. If you need to speak with a teacher about a situation involving your child, please make arrangements to do so at a time agreed upon with the teacher that does not interrupt instructional time. Volunteer performance is evaluated annually to ensure program objectives are being met.
6. **Confidentiality** - 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 at our school. Volunteers will ensure confidentiality and privacy in regard to the children and families we serve. For this purpose, children should not be photographed, nor should academic, behavior, or medical records be discussed with anyone without a need to know.
7. **Child Neglect and Abuse Reporting** - If a student discloses that they are in a dangerous situation or if you have reason to suspect neglect/abuse, report this immediately and privately to the administration.
8. **Discipline** - The school and each classroom have an established discipline policy. When issues arise concerning appropriate student behavior, your responsibility is to call such matters to the attention of the teacher or other supervising school personnel and to support students by encouraging them to make wise choices and demonstrate

appropriate behavior. Volunteers may not discipline children; volunteers should respect and follow through with staff redirection.

9. **Physical Touch** - Volunteers should refrain from picking up children (unless the child is an infant) to prevent injury and to ensure that none of the children will feel left out. Volunteers are encouraged to hold and provide side-to-side hugs children while sitting down or crouching down at the child's level.

10. Christocrats Academy of Science & Technology reserves the right to terminate the volunteer relationship if the behavior and actions of a volunteer are found by the Executive Director or board to be contrary to the best interest of the children.

11. **Handwashing and Sanitizing Surfaces** - All volunteers are responsible for helping to prevent and control contagious diseases through mandatory use of Universal Precautions.

12. Possession of or being under the influence of **prohibited substances** such as tobacco products, controlled substances (including marijuana, CBD oils, etc.), illegal drugs, or alcohol abuse will result in immediate termination of volunteer status. Christocrats Academy of Science & Technology facilities are non-smoking environments.

13. **Appearance** - Always dress appropriately, remember you are setting an example for the students.

14. **Family Involvement** - Adults who are involved in the student's well-being are encouraged to volunteer! Besides parents/guardians, such individuals may include aunts, uncles, grandparents, etc. Minors who are volunteering must be accompanied by a parent/guardian or supervised directly by staff personnel. Every involved adult wanting to volunteer MUST also complete and sign a Volunteer Application providing authorization for a background check.

15. **Field Trips** - When volunteering time as a field trip chaperone, the following guidelines apply: Chaperones must:

a. Sign in and out at the school office.

b. Wear the Volunteer badge provided.

c. Follow the itinerary provided by the teacher(s) in charge.

d. Maintain contact with all students in your assigned group.

e. See that the students under your charge are obeying the rules. These rules are to be enforced consistently.

f. Contact the teacher immediately if any problems arise with a student. Only individuals that have been approved volunteers are permitted to chaperone or accompany a class on a field trip. The volunteer's undivided attention is needed when serving as a chaperone, thus we recommend that chaperones attend the trip unaccompanied by their other children. Each teacher will make the determination if an exception can be made.

16. **Names and Labels** - Every child brings to school his or her own specific skills and abilities and grows and learns at his/her own pace. Please do not make value judgments or label the abilities of any child or their performance. Please be careful not to compare your child to another in the class as they are all unique individuals.

17. **Objectivity** - A volunteer should not let personal feelings enter into his/her work as a volunteer.

18. **Restroom Assistance** - Avoid directly assisting any student who has wet or soiled clothes. If necessary, call for the assistance of a school staff member. Volunteers should not take children to the restroom, bathe, or diaper any child.

19. **Respect for Authority** - A volunteer shall respect the authority of all school personnel. If you have a problem, issue or disagreement, please bring it to the director's attention privately at an appropriate time.

20. **Safe Touch** - Handshakes and high fives are considered appropriate friendly touches (as long as the child initiates contact). Never touch a child in anger. If a student is unruly or disrespectful, refer him/her to the classroom teacher. School personnel are mandated reporters. Should a child be touched inappropriately by a volunteer, the school administration is required to file a report with the South Carolina Department of Social Services Department of Children and Family Services.

21. **Safe Verbal Communication** - Let your conversation demonstrate respect for others and yourself. Avoid language that may be perceived as gossip, slander, discriminatory, sexist or offensive.

We want your volunteer time at Christocrats Academy of Science & Technology to be an enjoyable and rewarding experience. May you through your example of service, inspire the students, staff, our community and those around the world to donate their time, talents, and treasures to help those in need, whether in our homes, our communities or around the world. If you have any questions or concerns, please contact the Volunteer Coordinator at info@christocratsacademy.com

In Christ's service,
Christocrats Academy of Science & Technology Staff

VOLUNTEER APPLICATION

Thank you for considering Christocrats Academy of Science & Technology as a place to share your time, talents, and resources. Volunteers are vital to Christocrats Academy of Science & Technology, without you, we would not be able to meet the needs of the kids, families, and others within our community. Your efforts enhance service delivery, improve public relations, community outreach, fundraising, and organization development. All volunteers submit to background checks, random drug testing, training, and supervision. Your information is maintained in a confidential manner. Please provide a copy of your driver's license and other identification. PLEASE PRINT

Areas of Interest (Please select all that apply):

Administration Instruction Event Planning Sunshine Coordinator

Parent Teacher Organization Committee Aquatics Meal Service Maintenance

Library/Media Center/Computer Lab Playground Carnival Extracurricular Activities

Specific Events: Fundraising Camp Destiny Career Day Bible Quiz Coach

Spelling Bee Coach Geography Bee Coach Silent Auction Christmas Banquet

Athletics: _____

Other _____

Start Date: _____

Please list hours and days that you are available (weekdays and weekends):

How did you learn about our volunteer opportunities?

Name: _____ SS #: _____

Address: _____ Home phone: _____

City, State, Zip: _____ Cell phone: _____

Email: _____ Daytime Phone: _____

Do you have family members enrolled or employed by Christocrats Academy of Science & Technology?
 Yes No

Please provide their name(s) _____

Are you over the age of 18? Yes No

Have you ever been convicted of a crime or do you currently have an arrest or criminal proceeding pending which has not been resolved in your favor? Yes No If 'Yes' explain in full: _____

Why would you like to volunteer? _____

What other organizations have you volunteered for, if any? _____

EDUCATION

Name and address of school

Degree, Diploma

High School _____

College _____

Other _____

Please list any childcare training courses that you have completed.

List any languages you can speak fluently (other than English):

List any other educational training experiences that you have had including opportunities to experience cultures other than your own.

List any books or articles that you have read recently that have helped you to grow professionally.

Are you certified by South Carolina Department of Education or do you hold any teaching credential? If so, please list

What level? _____ Remains valid for _____ years.

EMPLOYMENT HISTORY

Month/Year	Name, Address, Phone # of Employer	Position/Duties	Reason for Leaving
From _____ To _____			
From _____ To _____			
From _____ To _____			

REFERENCES

DO NOT INCLUDE PREVIOUS EMPLOYERS OR RELATIVES

Name	Address	Phone #	Occupation

I certify that the information in this application is accurate and complete. I understand that omission, misrepresentation or falsification of any information is grounds for withdrawal of any volunteer opportunities. I voluntarily give Christocrats Academy of Science & Technology the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility on Christocrats Academy of Science & Technology and all person, companies, or corporations supplying such information.

Signature _____ Date _____

If you are under 18, please have a parent or guardian sign below.

Signature _____ Date _____

Christocrats Academy of Science & Technology
Sample Job Description

Title: Christocrats Academy of Science & Technology Volunteer

Supervisor (Report to):

Date:

General Function

Assist in the daily operations of Christocrats Academy of Science & Technology.

Know-How

Volunteers must have exceptional interpersonal skills, ability to work with minimal supervision and enjoy working with Christocrats Academy of Science & Technology and children. Must acquire First Aid/CPR certification and required background checks.

Principal Activities

1. Support the mission of Christocrats Academy of Science & Technology by displaying caring, honesty, respect and responsibility to members, participants and co-workers.
2. Actively welcome members and guests as they enter the facility.
3. Answer incoming telephone lines and follow script.
4. Use resources (brochures, flyers, etc.) to answer any questions customers may have, or contacting any director or coordinator.
5. Carry out daily activities required to take care of children, not limited to serving snacks, bottle feedings, comforting injured or upset children, outdoor play, disinfecting toys, etc.. These duties will be carried out in conjunction with other Christocrats Academy of Science & Technology staff members.
6. Constantly monitor children's activities and behavior.
7. Assist in emergency procedures including fire, accident, illness, and facility malfunction.
8. Perform other tasks required.

Physical Requirements

- ✓ Must be physically capable of standing or sitting for long periods of time.
- ✓ Ability to coordinate eyes, hands and fingers in the operation of various equipment and supplies.
- ✓ Must possess auditory and verbal skills necessary to effectively communicate with staff, families, and children.

Environmental Adaptability

- Ability to work effectively in an office and social setting with all kinds of people.

Signature _____ Date _____

Christocrats Academy of Science & Technology
Developing the Leaders of Tomorrow in a Christ-Centered Environment
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info@christocratsacademy.com

AUTHORIZATION AND CERTIFICATION

Background checks are required for all volunteers and employees, for the safety of the children and families we serve. This form, which you should read carefully, has been provided to you because Christocrats Academy of Science & Technology may request criminal records, consumer reports or investigative consumer reports in connection with your application to serve as a volunteer, or at any time during the course of your service to Christocrats Academy of Science & Technology, if any, for purposes of evaluating your suitability for employment, promotion, reassignment or retention as an employee or volunteer. Additionally, in the event that claims or disputes between you and Christocrats Academy of Science & Technology are filed with any third parties, Christocrats Academy of Science & Technology may request consumer reports or investigative consumer reports for purposes of evaluation and response, regardless of whether you remain in the service of Christocrats Academy of Science & Technology at the time such claims or disputes arise.

The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to, credit reports, criminal records check, court records checks, driving records, and/or summaries of educational and employment records and histories. The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with our co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances.

I have carefully read and understand this notice and authorization form and, by my signature below, consent to the release of consumer or investigative consumer reports, as defined above, to Christocrats Academy of Science & Technology (1) in conjunction with my application, (2) during the entire course of my service, in any, and (3) after such employment or service ends. I further understand that any and all information contained in my job application or otherwise disclosed to Christocrats Academy of Science & Technology by me before, during or after my service, if any, may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports by Christocrats Academy of Science & Technology and confirm that all such information provided in connection with my job application is true and correct. I understand and acknowledge that nothing in this notice and authorization is intended to be, or is, an offer of employment or a promise of continued employment or service. If employed by Christocrats Academy of Science & Technology, my assignment will not be for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by Christocrats Academy of Science & Technology.

By your signature below:

1. You acknowledge that Christocrats Academy of Science & Technology does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to Christocrats Academy of Science & Technology.
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 Christocrats Academy of Science & Technology, agree to waive any and all claims against CAST, or its administration, board members, or employees, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to Christocrats Academy of Science & Technology. I have read the volunteer guidelines, understand their purpose, and agree to abide by them as a volunteer at Christocrats Academy of Science & Technology. I understand that volunteer privileges may be revoked should I choose not to abide by any of these guidelines. I am aware that administrative approval must be granted prior to participating in volunteer services. The school administration reserves the right to suspend and/or revoke volunteer approval and will contact the local law enforcement should a volunteer pose a danger to himself/herself or others associated in any way with Christocrats Academy of Science & Technology.

Name (Printed) _____ Date of Birth _____

Social Security Number _____ Driver's License Number: _____

Your Car Insurance Provider and Policy Number: _____

Your Medical Insurance Provider and Policy Number: _____

Signature _____ Date _____