



# summit schools

brilliant beginnings, bright futures

## 2023-24 Volunteer Application

Summit appreciates volunteers who support the instructional program and enrich the learning environment of our school. Whether you are helping a student with reading or math or chaperoning a field trip, your involvement makes a difference. If you are interested in serving as a volunteer, please review our Volunteer Handbook and complete this form to help us make the best use of your time and talent.

### LEGAL NAMES

First \_\_\_\_\_ Middle \_\_\_\_\_

Last \_\_\_\_\_ Maiden \_\_\_\_\_

PHONE \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ (home) \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ (cell) \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ (work)

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Email Address \_\_\_\_\_

Employer \_\_\_\_\_

Name(s) of child(ren) you are associated with at Summit  
\_\_\_\_\_

I am interested in volunteering in these areas (check all that apply):

Classroom Support  Driving for field trips  Projects I can work on at home

Special Events (Contact me as needed)  Building and Grounds Maintenance

List any special skills/knowledge you could share (hobbies, career background, ethnic cultures, foreign language):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am available to volunteer:  weekly  twice a month  occasionally

The best time of day for me to volunteer is:  morning  afternoon

List other volunteer experience(s) you have had:  
\_\_\_\_\_

## PRINCIPLES OF THE SUMMIT VOLUNTEER PROGRAM

All volunteers must understand and agree to the following:

- The volunteer program at Summit operates with the approval of the Board of Trustees and the school administration, and is guided by the principles and policies of the school. See Volunteer Handbook for detailed information.
- Volunteers must complete a Volunteer Screening Statement annually and agree to a background check.
- Volunteers serve only in an auxiliary capacity under the direction and supervision of school personnel and with the approval of the building administration.
- Volunteers provide supplemental and supportive service. Volunteers are not a substitute for any member of the school staff and will take no action(s) which may disrupt, undermine, or interfere with the educational process.
- A volunteer does not have access to confidential files and records.
- The relationship between volunteers and the school staff should be one of mutual respect and confidence.
- Volunteers must maintain confidentiality of students and staff.
- Summit has exclusive rights to terminate the services of a volunteer at any time.
- Volunteers must sign in upon arrival and receive a name tag; and sign out (return the name tag) at the main office.
- Volunteers must record their hours in FACTS.
- To be eligible to drive for a field trip / offsite activity, a volunteer must complete the Driver's Statement, as well as this Volunteer Application and the Volunteer Screening Statement.

I have received and reviewed the **Summit Volunteer Handbook** and understand that Summit administration may perform a background check on me and agree to the expectations as outlined above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Confidentiality Clause

I realize as a volunteer I must hold any information about a student's academic progress, behavior or a school-related incident completely confidential. I also acknowledge that communication about a student (other than my own child) is restricted to the teacher and school administration. I further understand that information concerning other volunteers is considered confidential. A breach of confidentiality may result in the termination of my involvement as a school volunteer.

Signed \_\_\_\_\_ Date \_\_\_\_\_