



## Application for Volunteer Positions at Hampstead Hill Academy 2010-2011

Welcome to the 2010-2011 school year. This will be an exciting new year for our students and parents. We are now in the process of recruiting volunteers for the school year. We are looking for individuals who would be willing to volunteer their time in the following areas:

### Cafeteria

Time would be in the morning during breakfast from 7:45 a.m. to 8 a.m. and during the lunch shifts from 10:45 a.m. to 1:45. Jobs would include the following:

- Helping students carry their food to the tables and opening items that are difficult
- Encourage students to eat and talk quietly and to get along
- Notify the staff member on duty if a problem occurs
- Walk students to designated locations if they have to leave the cafeteria area
- Wipe up tables when students leave

### Playground

Time would align with the lunch shifts. Jobs would include the following:

- Keep a watchful eye on students so they do not wander from the playground
- Assist in organized games with the students
- Help a student to the nurse if an injury occurs
- Encourage students to play together nicely

### Art Room

Time would vary depending on the groups you would be helping. Jobs would include the following:

- Help students with art supplies
- Assist in getting art work organized and delivered to classrooms after completion (There are times that art work needs to dry before the student can take it home.)
- Help to clean up after the students are finished

### Food for Life Room

- Assist teacher with distribution of food items

### Events

- Work at events such as PTO fundraisers, community dinners, etc. with set up, and take down.

### Career Day

- A one-time event where you would talk with students about your career and the education needed for your career.

### Meetings

- From time to time, parents are needed to attend specialized meetings held away from the school. You would be asked to be a representative from the school and to give your opinion on matters being discussed. There are approximately four meetings per year of this nature. The meetings are held in the evening or on Saturdays.

### Other

If you have other talents that you would like to give to our school, please describe \_\_\_\_\_

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If you would like to donate items, services or money, please indicate what you would like to donate:

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\_\_\_\_\_ Check here, if you are not able to volunteer at school, but would be interested in doing work from home.

Benefits of these positions:

- You have time with your child during the school day
- You get to meet your child's friends
- You develop a rapport with other children
- You serve as a role model/mentor for other children
- You become a vital part of the school community

Position you are interested in doing: \_\_\_\_\_

Time(s) you are available: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address (please print clearly)

### Volunteer Guidelines

- When volunteering we ask that you dress appropriately. You will be a role model for students so it is important that you dress comfortably to impress.
- Be aware of the way you speak. Our staff works very hard to teach our students proper language skills. We would like our volunteers to reflect consistency with this strategy. We ask that you do not use foul language, slang, insulting comments, etc.
- If at any time during the course of your volunteering a student exhibits a behavior issue, tell a staff member. Do not reprimand the student.
- We know that children are adorable but please refrain from touching and hugging them.
- Please do not leave the area of the building where you are volunteering.
- When you enter the building, please sign in at the main office, get a pass and proceed to your designated location.

Most importantly, during the course of your time in the school building, you may hear or see students/adults in a situation that would not be a favorable representation of their character. To protect the privacy of our students/adults, this information should be not shared with others by means of gossip. This would not be fair to the student/adult or their families.

**Please sign the following:**

I have read and understand the guidelines to being a volunteer at Hampstead Hill Academy. I also understand that whatever occurs in the building while I am volunteering should remain in the building. If I do not abide by the guidelines as presented, I will be asked to discontinue my volunteer work at the school.

\_\_\_\_\_  
Parent/Guardians Signature

\_\_\_\_\_  
Date

**Thank you for offering your help to the staff and students of Hampstead Hill Academy. Please place this completed form in Ms. Swann's mailbox located in the main office. You will be contacted by Ms. Swann.**