



**BERKELEY PUBLIC EDUCATION FOUNDATION**

***BPEF SCHOOL VOLUNTEERS***

1835 Allston Way, Berkeley 94703

phone 644-8833 fax 644-4865

www.bpef-online.org

bsv@berkeley.net

**For office use only:**

**ID Check initials:**

**Date:** / /

**DOJ NSOPW**

**Date:** / /

**VOLUNTEER REGISTRATION FORM**

**Full Legal Name** \_\_\_\_\_ **Name on Badge** \_\_\_\_\_

**Local Mailing Address** \_\_\_\_\_  
Street City State Zip

**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Group/ Club/ School affiliation** (if any) \_\_\_\_\_

**Student ID#** (for UC Berkeley students) \_\_\_\_\_ **Gender/Identity** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Minor Permission Form received?** \_\_\_\_\_

*(Volunteers under the age of 18 need parent permission and can volunteer in pre-K through 5<sup>th</sup> grade only. If under age 16, written permission from the BUSD supervisor is also required. BSV must have all required materials in office before the volunteer is cleared.)*

**In case of emergency, please notify:**

**Name** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**References:**

*(Please list two adults- not family- who can verify your work/ volunteer/ education experience or provide a personal reference)*

Name	Position/ Relationship to You	Phone Number or Email

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**Have you ever been convicted of a felony?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**If yes, give details** \_\_\_\_\_

**Are you willing to be fingerprinted?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

I, \_\_\_\_\_, certify that the information provided on my volunteer application is true and correct to the best of my knowledge.

I agree to let BPEF School Volunteers contact the references listed on this form to check on my volunteer or job experiences. I understand this information will be treated as confidential.

➔ **Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE COMPLETE BOTH SIDES OF THIS FORM**

## VOLUNTEER PROFILE

**Mark all that apply to you:**  
 ◇ LitPals interest  
 ◇ Edible Schoolyard waitlist  
 ◇ WriterCoach Connection  
 ◇ Future Teacher- field study  
 ◇ ED 97/197 CAL student

**Grade Level(s) Preferred** (circle all that apply): **Pre-K K-2 3-5 6-8 9-12 ADULT**

**Interests:**

(Please check all that apply- you will have opportunity to indicate your top choices in the section below)

Subject-Specific:

- Literacy \*high need\*
- Math \*high need\*
- English
- Science
- Social Studies
- Writing/Communication
- Physical Ed/ Dance
- Music
- Foreign Language
- Art/ Arts & Crafts
- Computer/Media/  
Technology
- Drama

- After School LEARNS Program
- Advanced Placement/ IB
- English Language Learners
- Spanish/ Dual Immersion
- Special Education
- Tutoring

Miscellaneous:

- Garden/Kitchen
- Library
- Office support
- Translation/Interpretation for families
- Playground/Lunch Supervision
- Other: \_\_\_\_\_

Program-Specific:

**Special Skills** (foreign language, music, sports, etc.) \_\_\_\_\_

**Previous Volunteer Experience** \_\_\_\_\_

### VOLUNTEER PREFERENCES

(Please indicate your top subject area and grade level and/or school site preferences)

**1<sup>st</sup> choice:** \_\_\_\_\_

**2<sup>nd</sup> choice:** \_\_\_\_\_

**3<sup>rd</sup> choice:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

**Days Available:** if you list availability before & after 3pm, please note teacher or afterschool placement—or both!

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>TIMES AVAILABLE</b> (e.g.: 10-1pm & 3-5pm; N/A)					

**I am able to volunteer** \_\_\_\_\_ **hours/ week.**      **Transportation restrictions:** \_\_\_\_\_

**Do you require any accommodations for which we/the teacher needs to be aware?**    Yes     No

**How did you hear about BPEF School Volunteers?** \_\_\_\_\_



## **BUSD VOLUNTEER CONTRACT (2011-2012)**

for *BPEF School Volunteers*

Name: \_\_\_\_\_

*Please Print*

### **Section I: Qualifications and Screening**

To be authorized to volunteer in BUSD, you must:

- Have attended a BSV New Volunteer Orientation or special BUILD Training
- Submitted a Volunteer Registration Form and signed the BUSD Volunteer Contract
- Provided required documentation in the form of government-issued photo ID
- Been cleared through a *Department of Justice National Sex Offender Public Website* background check
- Provided the names and contact information for two adult references
- Have received a BSV volunteer name badge

### **Section II: Code of Conduct**

Prior to volunteering, have an initial discussion with your teacher/ supervisor to discuss the following items:

- Your volunteer schedule
- Appropriate “self-starter” activities; how to be a “proactive” volunteer when the teacher is busy
- School policies, classroom rules, emergency procedures, bell schedule, etc.
- School and classroom dress code (College clothing is welcomed – Represent and Educate!)
- How to sign-in and out at your school site and what volunteer identification (BSV name badge) to wear
- Procedures to follow if you are late, absent, or need to discontinue commitment to the program
- How to help create a positive learning environment and support positive behavior
- Strategies for supporting students in the class or program

### **Volunteers should refrain from:**

- Being excessively late or absent
- Removing students from the direct supervision of your BUSD supervisor and/or from the school campus
- Physically disciplining students; refer all issues immediately to BUSD staff
- Initiating physical contact with children
- Using electronic devices such as cell phones, music players, etc. while working with students
- Transporting a student in a vehicle without clearance from BUSD
- Photographing and/or posting pictures of students without written parent and school staff permission
- Engaging in any political or religious instruction or activities, or conduct worship while volunteering
- Being under the influence of alcohol or illegal substances, or smell like tobacco, while volunteering

### **Section III: Policies and Commitments**

- I agree to volunteer 2 or more hours a week for a classroom placement
- I agree to notify BSV and my BUSD supervisor if I cannot continue with my volunteer commitment
- I volunteer my services through BSV and understand that I am not an employee of the organization
- I agree to volunteer under the direct supervision of certificated/classified BUSD personnel at all times
- I agree to pass on knowledge or suspicion of child abuse to my BUSD supervisor or designated staff
- I agree to communicate with school staff (in private) regarding challenges or concerns that prevent a student’s success or welfare, including referrals for mental, physical health, counseling, tutoring or testing
- I agree to regard information I learn as a volunteer as confidential and will only share with appropriate school staff
- I realize that any breach of the above commitments may result in my dismissal from any and all BUSD schools
- I understand that BUSD has the right to revoke my volunteer privileges at any time without prior notification or warning, conforming to district liability and safety policies

I \_\_\_\_\_ understand the above “do’s and dont’s,” meet the listed

*Please Print*

qualifications, and will contact BSV if anything changes in my interest or ability to volunteer or my legal status related to prior felony convictions. I accept the appointment of School Volunteer in a BUSD school for the 2011-2012 school year.

➔ **Signature of Volunteer:** \_\_\_\_\_