



**Oregon School District  
Volunteer Application**

**Please visit <http://db.oregonsd.org/district/volunteer> to submit your application and agree to a criminal background check.**

**This paper form should only be used if you do not have Internet access.**

Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_

**Day(s) Available:** M T W TH F Weekend    **Time of Day Available:** am pm evenings

**Preferred Grade level:**    preK-4            5-6    7-8    9-12

**Academic Interests (Please circle)**

- |                 |                   |         |             |
|-----------------|-------------------|---------|-------------|
| Math            | Language Arts     |         |             |
| Science         | Reading           | Writing |             |
| Social Studies  | Spelling          | Grammar |             |
| Geography       | Foreign Languages |         |             |
| History         | Spanish           | German  | Other _____ |
| Consumer Ed     | Tech Ed           |         |             |
| Computer Skills | Building Trades   | _____   |             |
| Agriculture     | _____             |         |             |

**Other Interests (Please circle)**

- |  |                            |                        |
|--|----------------------------|------------------------|
| Tutor  | Mentor                     | Recess Supervisor      |
| Library help                                   | Committee work             | Lunch Supervisor       |
| Plan, organize special events (book fair etc.) | Chaperone events and trips | Supply Food for events |
| Photography                                    | Year book                  | Fundraising Support    |

**Would you be willing to chaperone alcohol-free events?**     OMS                     OHS

**Please circle school(s) where you would like to volunteer:**    BKE    NKE    PVE    RCI    OMS    OHS

Name(s) of the staff member with whom you are working \_\_\_\_\_ (Optional)

Full name of child #1 \_\_\_\_\_ school: BKE    NKE    PVE    RCI    OMS    OHS

Full name of child #2 \_\_\_\_\_ school: BKE    NKE    PVE    RCI    OMS    OHS

Full name of child #3 \_\_\_\_\_ school: BKE    NKE    PVE    RCI    OMS    OHS

**NOTE: The Oregon School District will also do a background check on all volunteers.**

**Please be sure to fill out the Background check form on the back of this form.**    ►

*Thanks for supporting the children and staff of the Oregon School District!*

**OREGON SCHOOL DISTRICT VOLUNTEER BACKGROUND CHECK INFORMATION**

*To ensure the safety and well-being of our students and everyone connected with the school district, the Oregon School District conducts criminal background checks on all of its employees and volunteers prior to the start of employment or volunteer service. Please complete the following information and sign the authorization. Thank you.*

Date of Birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

**I authorize the Oregon School District to complete a criminal background check on me. I understand that my status as a volunteer is contingent on a satisfactory outcome of this search.**

Volunteer's Signature \_\_\_\_\_

Volunteer's Name (type or print legibly please) \_\_\_\_\_  
First Name Middle Initial Last Name

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Please do not write below this line. Thank you.

Background check needed: *yes no*

Date needed \_\_\_\_\_ Principal's Sign Off \_\_\_\_\_

Approved \_\_\_\_\_ Not approved \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

We are proud that you are a partner with us in the most wonderful and important job in the world - educating today's youth and tomorrow's citizens! We know that children's families are their first teachers and we celebrate all that our families do to help their young people be successful. The formal education of our children is the responsibility of the Board of Education, the teachers, staff, and the administrators of the Oregon School District. We know that it takes everyone to raise and educate a child - parents, schools, and community members - and we need you, as a caring family and/or community member, to share this responsibility and privilege with us. As a volunteer you will work with the staff to help meet the educational needs of our children. Welcome and thank you for making the commitment to being a volunteer in the Oregon School District. The gift of your time is sincerely appreciated. You make a difference!

In the following pages you will find :

- ❖ the Oregon School District Volunteer Policy
- ❖ general information about the school district as it relates to you as a volunteer
- ❖ building information
- ❖ ideas about helping our students manage their own behavior
- ❖ a volunteer background check form
- ❖ a form for you to use to share information with us about your volunteer experience

We believe that our schools are responsible for creating and maintaining a student-centered learning environment that fosters respect for everyone in the schools - young people, staff, parents, visitors, and volunteers. Our schools have a need for and commitment to volunteers and we pledge to:

- ❖ treat you with care and respect
- ❖ make every effort to help you find a volunteer position that matches with something you like to do
- ❖ give you an opportunity to get to know us and other volunteers
- ❖ provide you with the information you need to know to be a happy, comfortable, and successful volunteer
- ❖ offer support as you work with the students, staff, and school
- ❖ give you an opportunity to evaluate your volunteer experience

Celebrate! Celebrate! Celebrate! your contributions - through recognition, smiles, and frequent thanks

As a school volunteer, you make a world of difference to our students and staff. You:

- ❖ enrich the experiences of our children
- ❖ offer an opportunity to reinforce skills or provide additional options for learning
- ❖ provide important help for school staff
- ❖ strengthen school and community connections and partnerships
- ❖ help make a difference in the quality of our schools through your honest feedback about our strengths and challenges
- ❖ share in the lives of your child and other children through your involvement in their school
- ❖ model the importance of giving back to your community
- ❖ increase your own sensitivity to the challenges facing young people and your resolve to helping them
- ❖ demonstrate to our children that they are important to you
- ❖ get to know other parents or adults in the lives of the children who are the friends and classmates of your children

# Helpful Information for Volunteers

1. Good listening skills are important.
2. Respect kids and their ideas.
3. Communicate realistic, appropriate, and positive expectations.
4. Provide opportunities for youth to use their talents and skills.
5. Avoid being controlling.
6. Make your time with the students fun and exciting whenever possible.
7. Recognize kids efforts, special qualities, and achievements.
8. Provide support, guidance, and supervision as needed.
9. Be flexible.
10. Be a good role model.
11. Don't forget to learn from children - they have much to teach us.

## General Information

About the Oregon School District:

- ❖ the Oregon School District is required by law to report suspected child abuse or neglect; although this is not part of your responsibilities as a volunteer, we ask that you confidentially share any concerns with the staff member with whom you are working
- ❖ you are covered by the school district's liability insurance while you are working as a volunteer as long as you stay within the parameters of your volunteer assignment; this includes anyone who helps in an emergency (Good Samaritan Law)
- ❖ you are expected to follow the policies of the Oregon School District (available on the website) and base your interaction with students and adults on common sense, a positive attitude, tolerance, and respect
- ❖ confidentiality is essential; your observations of events and impressions of the abilities and conduct of students, teachers and all staff, and others volunteering are not appropriate topics of conversation within or outside of the school setting; any concerns you have should be shared with an appropriate person in a confidential manner

About the buildings:

- ❖ it is important that each time you are in the building you check in at the office to pick up a visitor badge
- ❖ orientation to the layout of the building and your responsibilities as a volunteer is the job of the staff member with whom you are working and/or the building administrator; there is no formal group orientation in each building
- ❖ procedures to handle emergencies (fire, tornado, intruders, etc.) are in place in each building; please check with the staff member with whom you are working to become familiar with these
- ❖ administration of medications and transportation of students are not a part of your volunteer responsibilities
- ❖ purchasing is generally not a part of your volunteer responsibilities; getting supplies for class parties or other authorized activities may be a part of it but must be approved prior to any purchasing

As you help in the schools we know that you will have questions to ask or concerns or suggestions to share. Please feel comfortable bringing these to the staff person with whom you are working, the building administrator, or the Community Education Director. The Community Education Office is located in the Oregon Pool and the CE Director can be reached at 835-4096.

## Tips For Working With Children

While one of the main objectives of the Oregon School District's Volunteer Program is to provide more opportunity for successful student learning, another important one is for the students and volunteers to have an enjoyable experience together. Sometimes this involves the need for the volunteer to help students manage their behavior. Volunteers are not expected to discipline students but they are expected to maintain control in a kind manner. Modeling the respectful and calm behavior that we wish to see from students is one of the best methods to use to achieve this control.

There may be situations that arise when you are volunteering where a problem develops - you may not be comfortable with a student's behavior, things may be heading in a direction you don't want them to go, you may sense that you are not accomplishing your goal with the student(s), or you may feel the situation is not as safe or respectful as you would like it to be. In these situations try using "I" messages like: "I am feeling uncomfortable with what is happening. What can we do to change that?" or "I think we are not getting this task done like your teacher would like. What can we do to make that happen?".

Another method to use to help students manage their behavior is to give choices. It is essential that you are sure that the choices you offer are appropriate and all of them are ones that you can live with. Use words like: "You're welcome to (*finish your work out here in the hall with me now*) or (*go back into the classroom and try to figure out a way to get it done on your own at another time*)." Another suggestion is: "Would you rather (*keep your hands to yourself and stay with the group*) or (*leave us and return to the classroom*)?".

Situations may develop that are more serious or involve concerns that require the staff person for whom you are volunteering to become involved. If you are working with a group of students close to where the staff member is, you can send one of the students to get the teacher. If you are working with just one student and the student is refusing to cooperate and return to the classroom with you, do not take the student's arm or physically assist the child in an attempt to get him/her into the classroom. Ask the student to remain where they are while you go get the help of the staff member. Most important - remain calm, try not to show it if you are feeling angry, think about safety, and trust your good judgment.

Brooklyn Elementary School	835-4500
District Services Office	835-4000
Netherwood Knoll Elementary School	835-4100
Oregon High School	835-4300
Oregon Middle School	835-4800
Oregon Pool and Community Education	835-8617
Prairie View Elementary School	835-4200
Rome Corners Intermediate School	835-4700

Thank you again for  
being a volunteer with  
the children of the  
Oregon School District!