



Volunteer Interest Survey

Name _____ Child's Name _____ Grade _____ Phone Number _____

<u>Ongoing</u>	<u>Special Events</u>
<input type="checkbox"/> Office/clerical Work [M T W Th F]	<input type="checkbox"/> Field Day
<input type="checkbox"/> Tour Guide – A.M. [M T W Th F]	<input type="checkbox"/> Yearbook
<input type="checkbox"/> Classroom Volunteer [M T W Th F]	<input type="checkbox"/> Career Day – List job title _____
<input type="checkbox"/> Book Adventure	<input type="checkbox"/> Science Fair
<input type="checkbox"/> Room Mom/Dad	<input type="checkbox"/> Spelling Bee
<input type="checkbox"/> Math Superstars	<input type="checkbox"/> Grandparents Day (help organize/plan)
<input type="checkbox"/> Nurse	<input type="checkbox"/> Muffins with Moms (help organize/plan)
<input type="checkbox"/> Lunch Helper	<input type="checkbox"/> Doughnuts with Dads (help organize/plan)
<input type="checkbox"/> Prepare Newsletters	<input type="checkbox"/> Literacy Night
<input type="checkbox"/> Prayer Warrior	<input type="checkbox"/> Math Olympics/Fair
<input type="checkbox"/> Parent Action Committee (PAC) Officer	<input type="checkbox"/> Service Projects
<input type="checkbox"/> Photograph School Activities	<input type="checkbox"/> Chaperone Field Trips
<input type="checkbox"/> Substitute Teacher	<input type="checkbox"/> Class Parties
<input type="checkbox"/> Other (please list)	<input type="checkbox"/> Fundraising
	<input type="checkbox"/> Fall Festival
	<input type="checkbox"/> Other (please list)

Clarksville Christian School Volunteer Guidelines

Volunteers are an important part of the education team and have an opportunity to shape our school with the special talents that God has placed in them. By sharing their time, volunteers allow our school to offer more services to children and families, better meeting the individual needs of each child.

There are many varied opportunities to volunteer in our school. Please prayerfully consider the ways we can pool our gifts, skills, and resources to make CCS a wonderful place for our students.

Be a good representative of CCS. As a volunteer, you represent CCS not just when you're here, but everywhere in the community. Help spread the word about the good things that CCS is doing. Answer questions when you can or urge people to call the school for more information.

Goals of Volunteer Program:

- To strengthen the involvement of parents in the education of their children.
- To increase the quality of education our students receive.
- To increase the base of volunteers, to include community and business members, churches, retired teachers, and those with special skills to enrich and broaden the experiences of students.
- To provide needed extra help to assist staff members and teachers in providing a superior education, and to stimulate community support for our students.
- To regularly recognize volunteers in a fashion that never leaves them with any doubt that volunteers do make a difference.

Volunteer Code of Ethics:

- **Dependability.** A volunteer shall be responsible for his/her scheduled times and must notify the school staff if not able to meet this commitment.
- **Confidentiality.** A volunteer shall not discuss school matters or information concerning students outside the classroom with anyone but designated school staff.
- **Impartiality.** A volunteer shall favor no one side or party more than another in all school situations. The Matthew 18 principle will be used by both volunteers and school staff. Courtesy and respect should be shown for the contribution of the volunteers. Likewise, volunteers will be expected to extend courtesy and respect to school staff.
- **Objectivity.** A volunteer shall not let his/her personal feelings enter into his/her work as a volunteer.
- **Appearance.** A volunteer shall dress appropriately, always remembering that he/she is setting an example for the students.

Volunteer Guidelines:

- Each volunteer must receive orientation training prior to volunteering at CCS.
- Volunteers will provide Christ-like adult role modeling, offer support, encouragement, and friendship while displaying a positive attitude.
- Upon arrival, please sign in at the school office and pick up a nametag.
- Please call the office (647-8180) ASAP if you are unable to come.
- Use appropriate language and dress.
- Please be on time.
- Each teacher will explain carefully the task to be done. Feel free to ask any questions.
- **Always keep information about students and staff confidential.**
- If you have concerns or questions about the student’s work, please discuss them with the teacher.
- If you are uncomfortable working with a student or they misbehave, share this with your staff supervisor. We expect our students to behave at all times.
- Discipline is the responsibility of the teacher.
- Report any accidents, injuries or unusual circumstances immediately.
- Never leave your students unattended.
- Always treat students with dignity.
- **Never share stories about students, staff or other volunteers with your friends. School information is confidential.**
- Because volunteers at CCS are needed and valued, younger siblings of students are welcome **as long as they do not become disruptive to the learning environment.** Please be considerate of others in this respect. It is recognized that if your younger child becomes disruptive, you may need to leave for the day and continue your duties at another time.

Please sign below and return:

I, _____ have read the above guidelines for volunteering at Clarksville Christian School and hereby agree to abide by these guidelines at all times.

Print Name

Signature