

Volunteer Application



Contact Information

Name	
Street Address	
City ST ZIP Code	
Cell Phone	
Work Phone	
E-Mail Address	

Volunteer Opportunities

We are always looking for dedicated volunteers. Please check one or more of the following opportunities that you are interested in serving as a volunteer.

<input type="checkbox"/> Reading/Language Arts Tutors <input type="checkbox"/> Homework Help Mentors <input type="checkbox"/> Fundraising/Event Planners	<input type="checkbox"/> STEM Instructors <input type="checkbox"/> Art (visual and performing) instructors <input type="checkbox"/> Public Relations assistants <input type="checkbox"/> Other _____
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Availability

During the school year, our programs operate Monday – Friday from 3:00-6:45 pm (times vary at each site). Some programs offer homework help in the morning (7:00 – 8:30 am) depending upon the start of the school day. In the summer, program hours are between 6:30 am and 6:00 pm.

What days and times could you be available to volunteer?

- ___ Weekday mornings
- ___ Weekday afternoons
- ___ Weekday evenings

Interests

Tell us in what type of educational activities you would like to do with the children.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

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Previous Volunteer Experience

Summarize your previous volunteer experience.

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Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations

made by me on this application may result in my immediate dismissal. I agree to follow the professional code of conduct established by the organization.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us. **Please return a signed copy to the Site Director at your placement.**

Professional Code of Conduct

It is expected that all staff and volunteers will maintain the highest degree of professionalism when working with Project for Neighborhood Aftercare. Staff and volunteers are expected to:

- Demonstrate respect for children, parents, and colleagues
- Maintain confidentiality at all times
- Refrain from using the cell phone or other electronic devices during program times this includes texting and accessing social media sites
- Arrive on time. Contact the site director or other PNA staff to inform them if you will be late or are unable to volunteer/work on a particular day.



Project for Neighborhood Aftercare Procedures with Respect to Reporting Abuse

Forms of child abuse are physical, sexual, verbal, emotional, and neglect.

1. When there is suspicion of abuse or neglect, the staff person needs to report immediately to the Site Director their suspicions, who will, in turn, report to the Executive Director.
2. The Executive Director will be the person designated to report suspected cases to the Department of Human Services.
3. The staff is responsible for documenting all suspicions and incidents and submitting such documentation to the PNA office.
4. When the consensus of staff, Site Director, and Executive Director deems necessary, a report will be made to the Department of Human Services on the same day as reported to the Executive Director.
5. PNA staff persons will direct parents to the Executive Director if questions are brought up concerning the initial report.
6. In the event an incident involves a PNA staff person or volunteer, they will be immediately suspended from all activities involving children. Suspension of employed staff will be with pay until the person is cleared of all allegations.
7. All PNA staff members are expected to treat reports with confidentiality at all times, in addition to related conversations with teachers, parents, and principals.
8. If an investigative team shows up at a site, the Site Director and Executive Director shall be notified immediately. No comment should be made prior to this notification. If a staff member is asked to leave the program by an investigation team, they shall cooperate.
9. It will be the attitude of all staff to cooperate with all enforcement agencies; however it should be through channels as described in Item 8 above.