

FRANKLIN TOWNSHIP ELEMENTARY SCHOOL

52 Asbury Broadway Road
Washington, New Jersey 07882
908-689-2958

VOLUNTEER APPLICATION

YOUR INFORMATION

Name: _____ Date: _____
Address: _____
Home Phone: _____ Cell Phone: _____
Email: _____

STUDENT INFORMATION

First and Last Name(s): _____

REFERENCES

- 1. Name: _____
Address: _____
Phone: _____
- 2. Name: _____
Address: _____
Phone: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____
Phone: _____ Alternate Phone: _____
Hospital of Choice: _____
Physician: _____ Phone: _____
Allergies: _____

ACKNOWLEDGEMENT/SIGNATURE

I have reviewed the Volunteer Handbook and agree to the terms and conditions of volunteer service in the Franklin Township Elementary School.

Signature Date

Volunteer Coordinator's Signature

CSA/Principal's Signature

4. Fire Drills: Since fire drills occur twice a month, all personnel including volunteers must be prepared to evacuate the building on short notice. Therefore, a volunteer must become familiar with the evacuation routes that are posted in each room next to the door.

CONFIDENTIALITY

Much of the work of volunteering involves coming in close contact with young lives as well as staff members. A volunteer must never discuss the progress and/or behavior of students, staff or professional matters of a confidential nature at any time.

DISCIPLINE

Philosophy:

One of the most difficult tasks for any volunteer is to witness a disturbance and feel that he or she is unable to act upon it. Contrary to that belief, there is a great deal that volunteers can do to assist with student management, and it begins with effective communication. It is the responsibility of the volunteer to assist the teacher in maintaining good discipline by immediately communicating inappropriate acts to the classroom teacher.

School Rules:

We do not tolerate the following behaviors:

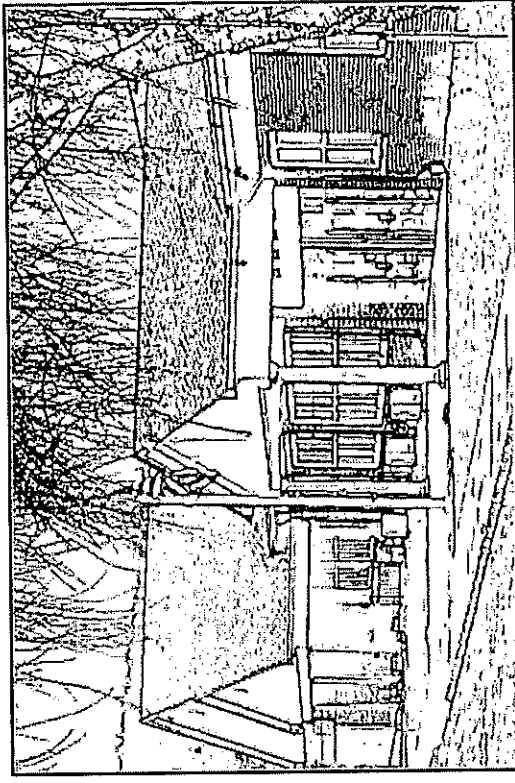
1. Disrespect and destruction of property
2. Aggressive physical behavior
3. Loud or abusive language
4. Being in the building unsupervised
5. Inappropriate behavior with substitutes
6. Disorderly conduct (especially in the halls)
7. Poor behavior in the lunchroom
8. Harassment of any kind (physical threats, sexual comments, etc.)

CONCLUSION

We all benefit when volunteers assist in our school. It can be an exciting, rewarding and challenging experience to be a volunteer. When an individual is called upon to volunteer, he or she is being asked to briefly reach out, connect with, and affect the lives of our youngsters.

FRANKLIN TOWNSHIP ELEMENTARY SCHOOL

VOLUNTEER'S HANDBOOK



Franklin Township Elementary School
52 Asbury Broadway Road
Washington, NJ 07882
(908) 689-2958

Children First

GENERAL INFORMATION

Qualifications:

1. A completed volunteer application.
2. A willingness to volunteer as needed.
3. The superintendent's approval following submission of the completed application, reference checks and interview.

Evaluation:

A volunteer's performance will be evaluated by the teacher for whom the volunteer works.

Important Intercom Numbers:

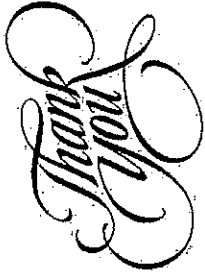
Main Office --- 400; CSA/Principal's Office -- 409; Nurse -- 205.

REPORTING RESPONSIBILITIES

1. The volunteer is requested to report to the main office to receive any special instructions.
2. You will be asked to sign in and you will be issued a volunteer identification badge.
3. A staff member will escort you to the classroom if necessary to ensure adequate orientation.
4. At the end of your volunteer time, you must return to the main office to sign out and return your badge.

PUPIL WELFARE

1. Safety is a matter of good discipline and common sense. Accidents can occur during transition from one activity to another, so it is necessary for a volunteer to be alert at all times.
2. *Under no circumstances may volunteers be alone with students.* If you come upon a situation where students are not being monitored by a certified staff member, please contact the CSA/principal's office (intercom 409) at once, and the administration will then arrange for temporary supervision.
3. If a pupil is hurt in the presence of a volunteer, the volunteer should not treat the injury; only the most urgently needed first aid should be applied. The nurse (intercom 205) and/or the CSA/principal (intercom 409) should be notified. An emergency care pack is available in all classrooms. It is necessary to provide the nurse with the details of the accident so that she can complete an accident report form.



Dear Volunteer:

Thank you for serving as a volunteer in our school. As a volunteer, you are an important part of the Franklin Township Elementary School educational system. Time spent volunteering in our school should be a rewarding experience for the students, volunteer and staff.

We ask that you read this handbook before volunteering so that you have the necessary information to feel comfortable and perform well in this important job.

Teaching and learning are very satisfying experiences and, through the information provided herein, we hope to remove most if not all of the mechanical deterrents to a rewarding visit. We ask that you pay special attention to the section, "Confidentiality."

Once again, I extend to you my sincere thanks for serving as a volunteer at Franklin Township Elementary School. Please do not hesitate to call me if I may be of any assistance.

Matt Eagleburger
CSA/Principal