

CITY HEIGHTS PREP

CHARTER SCHOOL

Visitor/Volunteer Application

Visitor Application Repeat Visitor Application Volunteer Application Online Tutor

Name _____ Date _____

Purpose of visit _____

Contact Info (Email/Phone/Address) _____

*Note: All visitor applications must be made with a minimum of 24 hours' notice
All Volunteers must participate in a scheduled orientation*

***** To Be Completed by Repeat Visitor/Volunteer Applicants *****

Requested Dates/Schedule

Day(s)	Time(s)	Date(s)

Health Restrictions (if any) _____

What special skills, interests or training do you have? _____

Do you speak any other languages? _____

Personal Reference/School Contact _____

Name Phone

Emergency Contact _____

Name Telephone Relationship

***** Office Use *****

Visitor:

Cleared to Visit (24 hours' notice required; 45 minutes/2 times per month max)

Optional:

Orientation completed (Date: _____) Clear TB test verified (attach) Fingerprint Clearance verified (attach verification letter)

Volunteer:

Orientation completed (Date: _____) Clear TB test verified (attach) Fingerprint Clearance verified (attach verification letter)

***** School Director Only *****

Cleared to Visit/Volunteer Cleared to work 1:1 w students Not cleared: Explanation _____

Director Signature _____ Date _____

Volunteer Agreements

Thank you for your interest in volunteering at City Heights Prep Charter School and for completing the application and orientation process. We are so thankful for your gift of time and attention to our students. As a Volunteer, we request that you make the following commitments:

- I agree to maintain records of my volunteer activities with the school office; this includes:
 - Signing in before/after visiting campus (if on campus)
 - Wearing a visitor badge (if on campus)
 - Notifying the school office if I am unable to keep an appointment as scheduled
 - Notifying the school office when I am unable to continue as a volunteer, preferably with as much notice as possible
- I have read and understand the City Heights Prep Volunteer Handbook and agree to abide by its guidelines while acting as a visitor/volunteer at City Heights Prep, especially in terms of establishing appropriate boundaries with students; this includes but is not limited to:
 - Dressing appropriately in culturally sensitive and modest attire
 - Not establishing contact with students outside of volunteer activities, including social media connections
 - Using appropriate language
- I have read and understand the City Heights Prep Parent/Student Handbook and agree to reinforce City Heights Prep expectations when working with students
- I understand that in my work as a volunteer, I may have access to confidential information about students; I understand that I am obliged to maintain confidentiality regarding students; this includes but is not limited to:
 - Accessing student City Heights Prep account only during volunteer time and while assisting a student
 - Not posting photos and/or names from the City Heights Prep community on social media
 - Not sharing information regarding academic abilities/results and/or personal school/family matters about students I am working with, except with School staff
 - Immediately reporting any health/safety concerns that are shared by a student with the School office
- I agree to be dependable, arrive/start on time and be prepared to help students
- I understand that I should provide assistance to students by providing guidance and support and agree never to do work for or give answers to students

Volunteer Signature _____ Date _____