

TAKE STOCK IN CHILDREN OF MANATEE COUNTY



VOLUNTEER MENTOR

APPLICATION & INFORMATION
2011-2012

Welcome Volunteers



The mission of the volunteer program of the School District of Manatee County is to increase student achievement through community involvement by matching individuals' time, talents and resources to school and student needs.

Your role as a volunteer is a very important one, and we hope that your involvement in our schools will be as rewarding for you as it will be for our students, teachers and school staff.

Volunteers enhance the quality of education in our schools by giving of their time and talents which in turn gives our schools the opportunity to excel beyond measure. Volunteers also provide creative avenues of assistance to staff, teachers and students that could not otherwise be afforded. When parents and members of the community support local schools, children behave better, increase achievement and graduate at higher rates.

For the safety of all students, there are a few requirements that must be met before becoming a volunteer.

- Provide a valid U.S. driver's license or state identification that will be checked against the national registry database of sexual predators and offenders.
- Read and complete the Volunteer Application & Information Guide.
- Complete fingerprinting and Mentor training.
- Review and comply with the MCSD Volunteer Policy & Procedures.

Please let us know how we can further add to your experience in our schools by contacting the coordinator where you serve or the Take Stock in Children staff.

Thank you for your interest in becoming a vital part of the Manatee County Public Schools volunteer team and Take Stock in Children.

6125 River Club Blvd. Bradenton, FL 34202 (941) 751-7012 x2047 or x2080
www.takestockmanatee.com



2011-2012 Volunteer Application

School District of Manatee County



Personal Information		Title: <input type="checkbox"/> Dr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr.	
Last, First, Middle Name:			
E-mail Address:			
Home Phone:		Cell Phone:	
Address:		City:	State: Zip:
DOB: (mm/dd/yyyy) / /		Driver's License#:	
S.S.#	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Any physical limitations: Y / N Indicate	
Hobbies, Interests, Special Skills, Clubs?		Language Spoken Other Than English:	
		Language Written Other Than English:	
		<input type="checkbox"/> Yes, I am a current SDMC Employee. Work Location:	
Employer:		Work Phone:	
Employer's Address:		City:	State: Zip:
Occupation:	Ethnic Group: <input type="checkbox"/> Caucasian <input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Other		
Marital Status:		Highest Level of Education:	
How long have you lived in Manatee County?			
Do you have children Y / N If so, provide their ages: Are any of your children in the Manatee County School District: Y / N If so, name and grade level:			
Student's Name: (First and Last)		Grade:	Teacher:
Volunteer Information		School Preference:	
Indicate most convenient time: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Weekly			
Criminal Offense Review:		Have you been convicted or found guilty of a criminal offense in a court of law? Y / N	
Are you currently serving probation, parole, or community service as part of a court-ordered sentence and/or disposition? Y / N			
If you answered yes to the questions above, you must list on the reverse side of this form, date of arrest or charge, location/arresting agency, specific offense and disposition.			

References

Please provide the following information on three people that have known you for at least two years. You may include only one family member and one work reference.

1. Name: _____

Address: _____

Phone _____ Cell _____ Work _____

Relationship: _____

2. Name: _____

Address: _____

Phone _____ Cell _____ Work _____

Relationship: _____

3. Name: _____

Address: _____

Phone _____ Cell _____ Work _____

Relationship: _____

IN CASE OF EMERGENCY, WHO SHOULD WE CONTACT ON YOUR BEHALF

Name: _____

Address: _____

Phone _____ Cell _____ Work _____

Relationship: _____

Volunteer Helpful Hints

Check-in

Enter the school through the front office area where volunteer check-in is located. Be sure to sign in and out of the Raptor system. There will be a record kept of your hours of service and the school receives recognition for the number of volunteer hours accumulated.

Identification

It is important that you wear your **Raptor Name Badge** at all times while on campus. For the safety of everyone on campus, the school administration needs to know who is on campus at all times. It is also a way for school personnel and students to personally recognize you.

Confidentiality

Please keep information you learn about students between yourself and your assigned supervisor, as it is confidential information. A misplaced comment can be devastating to a student, a family, and a volunteer program. If you have questions or concerns, speak with the school guidance counselor or the Take Stock in Children staff.

Attendance and Punctuality

Reliability is expected because teachers, school staff and students, plan for volunteer assistance. If you cannot attend your scheduled visit, please call or email the school staff as soon as possible to notify folks of your impending absence.

Dress Code

Follow school guidelines for student dress code. Dress comfortably and remember that you are a role model.

Emergencies

In case of an emergency or when you have concerns for student safety, please report immediately to a guidance counselor or Take Stock in Children staff. There may be specific guidelines and/or procedures to follow.

Take Stock in Children Staff

Diana Dill, Executive Director
DianaDill@manateeschools.net

751-7012 ext. 2047

Susan Knowles, Student/Mentor Advocate
Knowles2S@manateeschools.net

714-7300 ext. 2073

Jane Young, Student/Mentor Advocate
YoungJ2@manateeschools.net

751-7012 ext. 2080