



753 Waverly Road PO Box 2848 Pawleys Island, SC 29585 843-237-8737

To: Potential Volunteers

From: Carl O. Falk, Chair of Teach My People Board
Tracy Moore, Operations Manager

Date: 2010-2011 Academic Year

We are pleased that you have shown an interest in volunteering your time and talents to Teach My People. Truly, we are dependent on the good works of people like you to help us in our mission which is to prepare our children and youth to meet academic, economic, and social challenges and to provide for them a Christian foundation that develops spiritual growth, moral character, and personal discipline.

This is our 12th year of operation. As you can see by the materials we are enclosing, we offer an after-school program in which we work closely with our children and youth to teach them Christian principles and beliefs and to support their public school education. They not only complete their school homework while they are here each day but also have opportunities for enrichment in such areas as sports and music and enjoy a meal before going home each afternoon. During the year we have a number of seasonal celebrations and in the summer, a special camp. We think our program undergirds and expands the education for our children and youth and encircles them and their families in a caring environment. All this is aimed to help them become successful in life.

In the next couple of weeks, we will process your application. A staff person will call to talk to you about your interests; we will call your references; a security check will be completed on your background, which we hope you understand to be our interest in providing a safe environment for our children and youth. If you have questions before we call you with a response to your application, please feel free to contact us. We want to include you in a visit to our site and answer all questions you might have. When your application is accepted, we will determine with you a particular volunteer assignment. So, take time to look at our schedule and imagine how you would like to be a part of what we are doing.

Thank you for your interest in our program. We hope this is the beginning of something good both for you and for us!



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APPLICATION FOR POTENTIAL VOLUNTEERS
(All Information Confidential)

IDENTIFYING INFORMATION

First, Middle, Last Name (preferred) _____
Street/Apt. _____
City/State/Zip _____
Home Telephone (_____) _____ Cell (_____) _____
E-mail Address _____ Gender _____ Marital Status _____
Date of Birth ____/____/____ Spouse's Name (if applic.) _____
Emergency Contact (name, telephone number) _____

BACKGROUND

Education:

(Current Students) High School _____ Grade _____
(Current Students) College _____ Year _____
(Others) HIGHEST Level of Study: High School () School _____
College () Deg: _____ Area _____ Institution _____
Graduate () Deg: _____ Area _____ Institution _____

Employment: (Current or Most Recent)

Place: _____
Position/Type of Work: _____

Volunteer Experience: (Sites/Total Time) _____

Legal: (Arrests or Convictions of Crime; give Date and Explanation) _____

REFERENCES

List information for two (2) persons to be contacted for personal references. Indicate how persons know you. Do not list relatives.

Name _____ Name _____
Phone Number _____ Phone Number _____
Relationship _____ Relationship _____

I HEREBY CERTIFY THAT ALL THE INFORMATION IN THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature _____ **Date** _____



VOLUNTEER POSSIBILITIES

As a volunteer, there are a variety of ways in which you can help. For most persons, it might be scheduled and consistent each week; for others, it could be on an as-needed basis. Think of what you would enjoy doing and when it is convenient for you. Perhaps it will help you to look over our enclosed schedule for the year and imagine how you might fit into it. Do not be shy about your interests, talents, and skills. Our students' lives can be enriched in many different ways.

Things you are willing to do on a REGULAR basis

Specify times that would be good for you:

Days of the Week _____

Times on that day/those days _____

- helping with home work (in classroom with teacher)
 - elementary (grades 1-3)
 - intermediate (grades 4-6)
 - middle (grades 7-8)
 - high school (9-12)
- specific tasks
 - one-on-one tutoring in reading
 - reading aloud to class
 - one-on-one math tutoring
 - tutoring in specific subjects (specify) _____
- cooking (usually Monday and Wednesday mornings)
 - assisting the cook
- heating and serving dinner
- picking up food from Low Country Food Bank
- driving the school bus (must have Commercial Driver's License)
- working at reception desk in main office (9am-1pm or 1pm-5pm)
 - answering phone, providing information to potential volunteers, filing
 - working on computer: word processing, data entry
- helping with supplies for particular events, such as monthly birthday parties, Santa's volunteers, etc.
- helping with summer activities (specifics will be provided)
- helping with Friday Fun time
- other activities; specify _____

Things you are willing to do WHEN THE NEED ARISES.

- taking digital photos of children, of activities
- helping with mailings

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(WHEN NEED ARISES – Continued)

- working at special fund-raising events
- decorating bulletins boards (seasonally, special occasions)
- chaperoning special events
- filling-in when a volunteer is away
- filling-in when a teacher is away; grade level _____
- other; specify _____

Things you will be willing to do to HELP AROUND OUR FACILITIES.

- doing lawncare, planting/caring for plants
- maintaining prayer garden
- painting, general handiwork
- plumbing, electrical, carpentry (specify) _____
- cleaning the building
- other; specify _____

Things you will be willing to TEACH OUR STUDENTS (one time or one series)

- art; specify type: _____
- cooking, baking
- music (singing)
- drama
- photography
- scrapbooking
- stitching
- particular musical instrument
specify: _____
- particular sports skill (tennis, golf, basketball, soccer)
specify: _____
- particular talent or hobby; specify _____
- particular life skill; specify _____
- other; specify _____

Other ideas? _____

Signed _____ Date _____

If you know of other persons who have interests in some of the above areas and might like to volunteer their talents and time, please tell them about us. We would be pleased to talk to them about being a volunteer at Teach My People as well! Thanks.



BACKGROUND INQUIRY RELEASE

Please read carefully. Then, sign below and record personal data on the back of this release as evidence of your agreement to the stated conditions.

In connection with employment and/or volunteer services with Teach My People, I understand that investigative inquiries will be made into my criminal, civil, driving, and related backgrounds. I accept that the reports generated will include information on my character and my work habits, performance, and experience, along with reasons for termination of employment. Further, I understand that Teach My People and/or its authorized investigative agent will be requesting information from federal, state, and other agencies that maintain records related to these matters.

I authorize without reservation all agencies and/or employment divisions with personal information on me to release all records and information upon presentation of this signed release. Further, I waive any privilege I might have with regard to such records and express my desire that the investigative agent be given full and complete access to all of my records without the resource site obtaining further consent from me.

I acknowledge and agree that neither Teach My People nor its authorized investigative agent will be held liable for the gathering or use of inaccurate or incomplete information in connection with this release. However, I understand that when confronted with any information that I deem inaccurate or incomplete, I will have the opportunity to respond with data I believe to be corrective and/or clarifying. I agree that Teach My People then has the right to accept, deny or further investigate the additional data.

I understand that my position with Teach My People is conditioned upon acceptable results of this background inquiry as determined by them. I also understand that information appearing on the generated reports will not necessarily disqualify me from employment and/or a volunteer position at Teach My People.

I understand that the information generated by this release is confidential and will be protected by Teach My People as much as possible.

I agree that a reproduced copy of this release shall have the same force and effect as the original. This authorization is valid for the entire period of my employment and/or volunteer time with Teach My People.

Legal Signature

Date

(Please record personal data on the back of this sheet.)

PERSONAL DATA FOR BACKGROUND INQUIRY

Please PRINT all information

First, Middle, and Last Name

Maiden Name (if applicable)

Social Security Number

Driver's License Number/State

Current Street Address (including apartment if applicable)

City, State, Zip

Home Telephone Number (including area code)

Date of Birth (MM/DD/YYYY)



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VOLUNTEER CONFIDENTIALITY AGREEMENT

I, _____, agree that as a volunteer for Teach My People, I will keep confidential within this organization all information learned about any child/children and their families while working here. Specifically, I will disclose no information regarding any child/children outside the organization of Teach My People.

I agree that in all intra-agency discussions of sensitive or personal matters regarding any child/children, (a) I will discuss the matters only with the Teach My People Operations Manager or Program Coordinator, (b) I will do so in a respectful manner, and (c) I will do so only when the concern for the child/children is for safety, general well-being, academic or social benefit, and/or overall progress.

Furthermore, I understand that I may encounter information from a child or children or others of suspected child neglect and/or abuse. If such a case should occur, I will inform the Operations Manager or Program Coordinator in confidence so that the Educational Director may report the suspected neglect and/or abuse to the appropriate authorities.

Statement of Affirmation:

I understand the information of the above Volunteer Confidentiality Agreement and certify that I will abide by the terms stated.

(Signature)

(Date)