

**Office Use Only**

Application Received: _____

Assigned School: _____

Start Date: _____

PERSONAL INFORMATIONName _____
First Middle Last

Address _____ City _____ State _____ Zip _____

Preferred Email _____

Preferred Phone # _____ Birthdate _____

Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed Gender: ☐ Male ☐ Female

Emergency Contact Name _____ Emergency Contact Phone _____

EMPLOYER INFORMATIONEmployment Status: ☐ Employed ☐ Unemployed ☐ Retired Employee

Employer Name _____ Occupation _____

REFERENCES

Please list two personal references (references cannot be family members or relatives).

1. Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____ Relationship to you _____

2. Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____ Relationship to you _____

VOLUNTEER PLACEMENTPreferred School _____ Preferred Age: ☐ Any ☐ Elementary ☐ Middle ☐ High SchoolPreferred Commitment: ☐ Mentor Individual Student ☐ Help in Classroom ☐ Read to Students

How did you hear about the Inspire Program? _____

Please complete all blanks for prompt processing. Unless otherwise instructed, please mail completed form to Independence School District Foundation, Attn: Inspire, 201 N. Forest Ave., Independence, MO 64050, or send via email in PDF format to debra_campbell@idschools.org.





Thank you for your interest in the Inspire Volunteer Program. To be considered as an Inspire volunteer, you must fill out this application and return the form to the ISD Foundation Office as soon as possible. Filling it out completely and legibly will help in processing your application more quickly.

We value your participation and willingness to volunteer with kids. Once you submit your application, an Inspire representative will contact you regarding the next step.

If you have any questions, please do not hesitate to contact the Foundation Office at (816) 521-5300 Ext. 10049 or email debra_campbell@isdschools.org.

Inspire to make a difference in a student's life! When you become an Inspire volunteer, you can participate in a variety of in-school activities that include mentoring an individual student, volunteering in a classroom, or assisting with special projects. Whatever you choose, it is a fun and worthwhile way to spend time each week, inspiring the students of the Independence School District.

- **Mentors** choose to make a weekly lunchtime commitment and work with an individual student, as a positive and consistent friend. This is usually around 20-30 minutes per week, but can be more or less depending on your availability and schedule.
- **Classroom Helpers** volunteers choose to work with a small group or an entire classroom as a tutor, a reader, or just a friendly and familiar face to help with classroom activities. Volunteers may commit to a regular schedule or an as-needed basis.





Standards of Conduct for Volunteers

Inspire Volunteers work in schools in a variety of ways. Volunteers assist schools with daily duties that help teachers and staff. Some activities may occur once a month, others more frequently. All volunteers are asked to read and sign the following:

Volunteer Responsibilities

- Sign in and out properly at each school visit
- Wear volunteer identification at school
- Keep all student information confidential, unless abuse or neglect is suspected; in that case, report concerns to the principal
- Contact the school secretary to notify the student if you will be absent

Restrictions on Electronic Communications

All communication between any student and any volunteer via phone, text messaging, social networking and other external devices or technologies is prohibited. The prohibition includes but is not limited to Facebook, Instagram and Twitter. Any exceptions must be approved in advance by a principal and/or administrator and follow school district guidelines.

Volunteer Guidelines

- All volunteer activities are school based
- Volunteers may not transport students
- Volunteers should minimize physical contact with students and always stay out of the “strike zone” (from shoulders to knees). Interact with students in public areas with others present. Limit physical contact to accepted gesture of greeting, guidance and praise, such as shaking hands, high fives or side hugs given only after student permission.

Prohibited Conduct

- No sexual or romantic advance, contact or relationship is allowed, even if apparently “consensual” or initiated by a student
- Volunteers may not use profanity or exhibit displays of violence or threats of violence in the presence of students
- Weapons are not allowed on school ground.
- Volunteers may not engage in any illegal activities with students, including, but not limited to providing alcohol, tobacco or drugs to students
- Volunteers may not attempt to influence or persuade students on religious or political matters

Volunteers

- Avoid giving gifts or lending money to students
- Support teachers and their ideas
- Treat teachers, students and parents with respect
- Realize you are a school visitor whose purpose is to give support to students
- Do not make negative comments to others about the children or teachers
- Exhibit behavior supportive to all ethnic/racial groups
- Consult with the teacher and/or the Building Connector if problems occur. If not resolved, contact the District Coordinator to report problems

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under and applicable program of the U.S. Department of Education.

I will comply with FERPA and maintain the confidentiality of student information and records. I have read the above and agree to follow these standards and guidelines for Inspire.

(Signature: type name if submitting online)

(Date)

(Please print name here)

Thanks for making a difference for our young people.

Please sign and keep a copy for reference during your volunteer experience.

