

**Collegedale Academy
Parent Volunteer Information Form**

Name _____ **Email** _____ **Date** _____

Address _____

(cell) _____ **(home)** _____ **(work)** _____

Activities with which you are planning to help _____

Name of emergency contact and relationship:

_____ **Phone** _____

All volunteers must complete **Verified Volunteer** before this application can be approved

List any injury/disability/health factor that might limit your involvement in school volunteer activities, or impact the health of children and youth.

Directions: Please complete this section if you plan transport students on any school activity.

Form will be kept in the school confidential files. Volunteers must provide a copy of their driver's license and insurance.

Name: _____ Are you over 21 years of age? _____

Driver's License No. _____

State in which license is held: _____ Expiration Date: _____

Do you have a current auto insurance policy? _____ Yes _____ No

Carrier: _____ Expiration Date: _____

Limit of Liability: \$ _____ Medical/PIP Limit: \$ _____

Have you been involved in any fault of accidents within the last three (3) years? _____ Yes _____ No

If "Yes" please describe below:

Have you ever been cited for any moving violations within the last three (3) years? _____ Yes _____ No

If "Yes," please describe below:

I understand that should I be involved in an accident while driving for the school, my insurance will be primary. Further, I agree not to carry more passengers than the official rated load capacity for my vehicle. All vehicle occupants will be required to wear seat belts (no double belting allowed).

Driver's Signature: _____ Date: _____

Code of Conduct and Guidelines for Volunteers
Revised 2005

Acknowledgement

Because our society is filled with pain, problems, and litigation caused by improper conduct of individuals working with children and youth, it is imperative that those working with children have meaningful guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, you want parents and others to feel comfortable and confident with you.

My Commitment to Volunteer Ministry

I will,

1. **Never leave a child or group of children for whom I am responsible unattended.** I will provide appropriate supervision at all times.
2. **Always have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children.** If I find myself in a situation where I am the only adult present, UNDER NO CIRCUMSTANCES will I allow myself to be alone with one child.
3. **Always ask a child's permission before physically touching him/her** anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. (If an injury is within this area, make sure that another adult works with you as care is provided.)
4. **Refrain from physical and verbal attacks and corporal punishment** which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.
5. **Affirm children with appropriate touching** by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." (Always keep hands at – not below – the shoulder level. A caregiver's kiss should be to the forehead or cheek only – not elsewhere. For small children who like to sit on laps, I will encourage them to sit next to me.)
6. **Provide extra care when taking small children to the restroom.** I will take another adult along, or leave the door open.
7. **Be aware of conducting activities in rooms that do not have an interior viewing area,** or I will leave the door open during the activity to allow easy observation by others.
8. **Cooperate with the volunteer screening process and complete the Volunteer Ministry Information Form,** as required by the church.
9. **Be aware of the signs and symptoms of child abuse** and aware of the legal requirements for reporting suspected cases of abuse.
10. **Cooperate with church leadership** in conducting children and youth ministries by being a volunteer who is loving, kind, firm and always a thoroughly professional person. Working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.
11. **Participate in orientation and training programs** conducted by the church.

The North American Division of the General Conference of Seventh-Day Adventists and Adventist Risk Management, Inc., recommend these Guidelines for Volunteers, which serve as a protection to you, your ministry, and the church from allegations of abuse.

I, the undersigned, have read this document and agree to abide by the Code of Conduct and Volunteer Guidelines outlined above. I will retain a copy of this document and keep it for reference.

Signed _____ Date _____

Printed Name _____

Office Use Only

____Approved____Not Approved

Date _____Administration Initials _____