



# Volunteer Handbook

## Grand Rapids Area Schools

Together, Teaching and Learning for Life to Achieve Excellence



## **ISD 318 Volunteer Program Success for Each, Respect for All**

The school district recognizes that educational excellence can only be achieved by using all of the resources in our community. We support the use of volunteers in the schools as a method by which teachers and students may receive additional assistance.

We encourage parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Caring members of our community bring new energies and resources into our schools.

The purpose of this volunteer program is:

1. To maintain a safe and healthy environment within the district's schools.
2. To promote the physical, social, and psychological well-being of its students.
3. To provide positive adult relationships to students.
4. To provide individualized attention to students.
5. To provide an added dimension of self-esteem and self-confidence for students.
6. To provide an opportunity for parents and community members to become more familiar with school activities and/or operations.

Common reasons for volunteering are:

1. To experience the satisfaction of helping someone.
2. To have an opportunity for personal growth.
3. To develop new skills.
4. To document experience for future occupational or academic pursuits.
5. To meet new people and make new friends.
6. To learn about your community.
7. To explore career options.
8. To use time in a meaningful way.
9. To remain active and productive in the community after retirement.
10. To pursue a personal interest or hobby.
11. To make a difference in another person's life.



## **VOLUNTEERING WITH DISTRICT 318**

1. We recommend that all ongoing volunteers make a commitment to volunteer on a regular schedule. Individual schedules can be accommodated with your school of choice. If you would like to volunteer for a **one-time only event**—please contact your school of choice, you do not need to fill out this application.
2. As a volunteer, you will be expected to sign in at the school office each time you report for your volunteer duties. You will be expected to wear a visitor badge, that will help everyone (students, staff and other visitors) feel safe. The school will also ask you to record your volunteer time in order to recognize your contribution to the success of the school.
3. All ongoing volunteers are asked to complete three forms: 1) volunteer application, 2) volunteer confidentiality statement and code of ethics, and 3) volunteer background check. Your forms will be kept in a secure, confidential location. Please also include a photocopy of your driver's license or I.D.
4. If you cannot keep your scheduled volunteer time due to illness or other circumstances, please call or email the teacher in advance. If you cannot directly reach your teacher, please call the main office of the school you are volunteering in.
5. The school will make every effort to notify you in advance of changes in the schedule that affect your volunteer duties. Go to [www.isd318.org](http://www.isd318.org) to find the current year calendar. All holidays are noted on the calendar.
6. It is important that you arrive on time for your volunteer work. After signing in, please report to the classroom immediately. It is helpful to arrive to the school five minutes before your scheduled time to volunteer.
7. Check the radio, television or the ISD 318 website ([www.isd318.org](http://www.isd318.org)) for school closings due to inclement weather.

**Please return the volunteer application and forms to your school of choice.**



## VOLUNTEER APPLICATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency contact name and phone number: \_\_\_\_\_

### Volunteer Placement (Check one box)

I currently have a volunteer placement at: \_\_\_\_\_ with: \_\_\_\_\_  
school teacher

I am looking for a volunteer placement at: \_\_\_\_\_ with: \_\_\_\_\_  
school teacher

I am looking for a volunteer placement at: \_\_\_\_\_, but no teacher preference.  
school

I am looking for other volunteer placement: (please explain) \_\_\_\_\_

### I would be willing to share my time/my occupation/my expertise: (Select all that apply):

With a student/learner—tutoring science, math, special projects

With a student/learner—tutoring reading, writing, literacy related projects

In a classroom

Other (please explain) \_\_\_\_\_

**I am available to volunteer on: (Indicate your availability with an X)**

\_\_\_Monday AM \_\_\_Tuesday AM \_\_\_Wednesday AM \_\_\_Thursday AM \_\_\_Friday AM

\_\_\_Monday PM \_\_\_Tuesday PM \_\_\_Wednesday PM \_\_\_Thursday PM \_\_\_Friday PM

Are there any health related conditions that should be considered when assigning you volunteer duties?

\_\_\_\_\_

I acknowledge that the position for which I am applying is on a volunteer basis thereby releasing District 318 from any claim for financial reimbursement now or in the future for the time volunteered in this capacity.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any changes to your application during your service, please contact the school you are volunteering in.



**Internal Use:**

Volunteer Application Received Date: \_\_\_\_\_

Forms Returned:  
\_\_\_ Volunteer Confidentiality Statement and Code of Ethics  
\_\_\_ Volunteer Background Check  
\_\_\_ Photocopy of Driver's License or I.D.

Background Check Approved Date: \_\_\_\_\_

**Volunteer Placement**

Classroom Assignment: \_\_\_\_\_



## **VOLUNTEER CONFIDENTIALITY STATEMENT AND CODE OF ETHICS**

Students and parents have a legal and ethical right to data privacy. I shall respect the privacy concerns of students and staff, and I shall hold in confidence all private information learned in the course of my volunteer service, whether that information is obtained through written records or daily interaction.

Sensitive information regarding any student at a District 318 site is to be kept confidential. This includes but is not limited to:

- Any personal information (i.e. first and last names, birth date, address, phone number)
- Any educational information with reference to a student(s) or staff

I will not disclose an individual's confidences to anyone, except: 1) as mandated by law or 2) to prevent a clear and immediate danger to a person or persons.

If a student shares something that causes me concern, I will contact the classroom teacher or principal. That person will know the proper procedure to deal with the situation.

I shall possess a professional attitude which upholds confidentiality towards students and staff, and any sensitive situations within the school.

I understand that any of the above stated information that I learn while observing or assisting students at ISD 318 area schools will be kept in the strictest confidentiality. Such may not be shared with anyone outside the building.

I understand that violation of this confidentiality statement may be grounds for immediate dismissal.

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Signature

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Date



## VOLUNTEER BACKGROUND CHECK

To ensure the safety and security of our students, families and employees, ISD 318 reserves the right to conduct background checks on volunteers.

Full Name of Individual: \_\_\_\_\_  
Last First Middle

Maiden, Previous, Alias: \_\_\_\_\_

I understand that a photocopy of this authorization would be accepted with the same authority as the original.

I authorize Independent School District 318 to conduct a criminal background check and a National Sex Offender Registry check for the purpose of volunteering with this school district. My ability to volunteer is contingent upon a satisfactory background investigation. I understand that the results will be kept confidential and will not be shared outside of the organization without my consent.

I have included a photocopy of my driver's license to be used for the background check and confirmation of identification.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date



## Grand Rapids Area Schools Contact Information

School District 318  
Administrative Services Building  
820 NW First Ave  
Grand Rapids MN 55744  
218-327-5700

Cohasset Elementary School  
450 Columbus Ave  
Cohasset MN 55721  
218-327-5860  
[www.isd318.org/cohasset](http://www.isd318.org/cohasset)

Forest Lake Elementary  
715 NW Seventh Ave  
Grand Rapids MN 55744  
218-327-5870  
[www.isd318.org/forestlake](http://www.isd318.org/forestlake)

Robert J. Elkington Middle School  
1000 NE 8<sup>th</sup> Ave  
Grand Rapids, MN 55744  
218-327-5800  
[www.isd318.org/rjems](http://www.isd318.org/rjems)

Bigfork School  
100 Huskie Blvd  
P.O. Box 228  
Bigfork, MN 56628  
218-743-3444  
[www.bigforkhuskies.org](http://www.bigforkhuskies.org)

Edna I. Murphy Elementary  
822 NE Fifth Ave  
Grand Rapids MN 55744  
218-327-5880  
[www.isd318.org/murphy](http://www.isd318.org/murphy)

Southwest Elementary  
601 SW Seventh Street  
Grand Rapids MN 55744  
218-327-5890  
[www.isd318.org/southwest](http://www.isd318.org/southwest)

Grand Rapids High School  
800 Conifer Drive  
Grand Rapids, MN 55744  
218-327-5760  
[www.grthunderhawks.com](http://www.grthunderhawks.com)

Please visit our website at [www.isd318.org](http://www.isd318.org)