



Wilmington Preparatory Academy
Volunteer Policies and Guidelines

All volunteers must complete, sign, and date a Wilmington Preparatory Academy School Volunteer Program Registration Form before being placed in the school or beginning service as a school volunteer. They also must successfully complete a background check.

1. A driver's license or an appropriate photo ID (passport, school ID, etc.) must be provided at the time of registration.
2. Upon registration, volunteer must wait until they receive notice from the school to begin service.
3. Any volunteer who registers must successfully complete the registration and background check process. Volunteers must report any criminal proceedings, including those which may occur *after* a background check, to the school Dean immediately.
4. Once approved, all volunteers must sign in and out at the designated location in the front of the school before proceeding to their volunteer site. This is required for purposes of liability and to know the location of a volunteer in case of an emergency.
5. All volunteers must wear an identifying badge, such as the Volunteer sticker from the sign-in computer at the front office, whenever volunteering.
6. Volunteers must always serve as positive role models. A school volunteer must ALWAYS use appropriate language, refrain from inappropriately touching students, and discuss only age-appropriate topics.

A school volunteer shall NEVER give students gifts, rewards, or food items of any kind without the teacher's **advance** permission. They also must refrain from disciplining students (behaviors needing discipline should be directed to the appropriate teacher or staff member).

7. Volunteers must leave preschoolers or children not registered in the school at home.
8. Volunteers MUST sign a FERPA agreement and keep confidential any information about a student or any school-related incident. If there is a safety concern or any emergency issue, it must immediately be communicated to someone in authority at the school.
9. Volunteers should notify the front office if an illness or emergency prohibits them from attending a scheduled volunteer shift.
10. The dress code for volunteers should be appropriate at all times.
11. The administration, staff supervisor (i.e. teacher), or Board of Wilmington Preparatory Academy may set additional policies with respect to volunteer involvement. A volunteer's service may be terminated at any time, either at the discretion of school administration or the volunteer.

Volunteer Initials _____ Date: _____

Wilmington Preparatory Academy
School Volunteer Program
 4905 S. College Road
 Wilmington, NC 28412
 (910) 799-6776

School Volunteer Registration Form

PLEASE PRINT: School: _____ Date: _____

(Ms./Mrs./Mr.) Last Name _____ First Name _____ Initial _____ Maiden Name _____

Mailing Address _____ City/State _____ Zip Code _____ How Long? _____

Previous Address _____ City/State _____ Zip Code _____

Home Phone _____ Business Phone _____ Cell Phone _____ NC Driver License # or Valid Picture Identification _____

Date of Birth: _____ Age Group (*Please Circle One*): Student (20 and Under) Adult (21 to 49) Senior (50+)

Health restrictions, if any: _____

Emergency Contact Name and Phone: _____

Have you ever been convicted of a felony or a first degree misdemeanor? Yes _____ No _____

If yes, what charge, where convicted, and date of conviction? _____

As a volunteer, I agree to abide by the rules and policies of Wilmington Preparatory Academy and state laws. I have received, read and understand the Wilmington Prep Volunteer Policies and Guidelines and FERPA in regards to School volunteer program and I agree to abide by all provisions of that rule, including the requirement that I maintain strict confidentiality with information to which I have access while performing my duties. I also understand that all personally identifiable information regarding students is confidential and that I may not disclose or discuss any such information except to or with the teacher. I hereby authorize Wilmington Preparatory Academy to undertake a background check with any County, State or Federal agency or bureau as well as the Crime Information Center. My signature on this form is deemed to constitute consent and notification that a background check or search MAY be conducted as authorized above.

 Applicant Signature Required Date: _____

Volunteer Placement Information

Grade Level(s) Preferred: _____

Setting Preferred: One-to-One _____ Small Group _____ Not Directly with Children _____

Job Categories: Please check all areas below that interest you.

Classroom Assistant _____ Tutor _____ Mentor _____ Media Aide _____ Computer Lab _____ Math _____ Clerical/Office _____

Special Needs Students _____ Clinic _____ Reading _____ Art _____ Music _____ Afterschool _____ Fundraising _____

Other: _____

Skills, Hobbies, Talents: _____

Indicate Second Language: _____

Approximate Days & Times You are Available to Volunteer.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
A.M.						
P.M.						

Are you currently volunteering at another school? Yes _____ No _____ Which one(s)? _____

Have you volunteered at another school in the past? Yes _____ No _____ Which one(s)? _____

If YES, approximately how many hours have you accumulated? _____