

## REQUEST TO VOLUNTEER/MENTOR

Thank you for your interest in supporting Norfolk Public Schools (NPS) as a school volunteer. All volunteers should complete this form and return it to the school where they wish to volunteer.

Should you have additional questions or need further assistance, please contact the school directly.

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Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers (home or office) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email \_\_\_\_\_

Occupation/Employer (if applicable) \_\_\_\_\_

Special Interests/Talents/Hobbies \_\_\_\_\_

Why are you interested in volunteering with NPS?

\_\_\_\_\_

What day(s) of the week and time(s) of day are you available to volunteer?

\_\_\_\_\_

*Please note that because school volunteers must always work under the direct supervision and at the pleasure of school staff, most volunteer opportunities are limited to regular school hours. However, some volunteer opportunities may be available in afterschool programs or during evening events.*

*In addition, some opportunities exist to assist at home (i.e., helping to make/organize hands-on, interactive learning activities; designing/preparing materials for bulletin boards; planning/organizing for special events; etc.).*

### **Check all volunteer interests:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> At-Home Project Assistant | <input type="checkbox"/> Computer Technology             | <input type="checkbox"/> Library          |
| <input type="checkbox"/> Cafeteria                 | <input type="checkbox"/> Field Trip Chaperone            | <input type="checkbox"/> Mentor           |
| <input type="checkbox"/> Career Education          | <input type="checkbox"/> Greeter                         | <input type="checkbox"/> Office Assistant |
| <input type="checkbox"/> Clinic                    | <input type="checkbox"/> General Assistant               | <input type="checkbox"/> Special Events   |
| <input type="checkbox"/> Classroom Speaker         | <input type="checkbox"/> English as a<br>Second Language | <input type="checkbox"/> STEM             |

Tutor (subjects) \_\_\_\_\_

Other \_\_\_\_\_

Preferences (mark all that apply):

- Elementary School (K-5)       Middle School (6-8)       High School (9-12)

Please List Preferred Schools \_\_\_\_\_

By submitting this application to volunteer in Norfolk Public Schools, I do hereby certify that I have never been convicted of a felony offense or any offense involving the sexual molestation or physical or sexual abuse of a child. I also expressly agree to notify Norfolk Public Schools within 24 hours of an arrest for any such criminal offense. I also understand that I will be required to check in at the welcome desk inside the main entrance of any school each time I volunteer as part of Norfolk Public Schools' safe schools practices. (See [www.npsk12.com/](http://www.npsk12.com/) for more information.)

I further acknowledge that I have read the *GUIDELINES for School Volunteers*, understand that I volunteer at the pleasure of the school principal and agree to adhere to all School Board policies and Norfolk Public Schools Code of Ethics.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

**School Staff to Complete**

Name of School/Department \_\_\_\_\_

Staff/Facilitator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Staff/Facilitator's Name/Title \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to the school where you would like to volunteer.

**Thank you for helping to make a difference!**