

DORCHESTER ACADEMY
P.O. Box 901
Saint George, South Carolina 29477-2498
843-563-4143 (phone) 843-563-4764 (fax)
www.dorchesteracademy.org

For Office Use Only:
Rec'd on _____ by _____
____ Social Sec. Card
____ Driver's License
____ SLED Check

APPLICATION FOR ADULT VOLUNTEERS

Name _____ Phone _____

Address _____
Street or P. O. Box City State Zip

Social Security Number _____ Date of Birth _____

Valid Driver's License? Yes No If yes, License Number _____

Are you a U.S. citizen? If so, you must provide us with one of the following:
A. Social Security Card
B. Birth Certificate showing U.S. birth
C. USA Passport

Grade Level you want to volunteer: _____ Elem. (K-5) _____ Middle (6-8) _____ High (9-12)
School Preference(s): (please check)

If you can only volunteer certain days of the week, please indicate the days you are available: _____

Please indicate your education level.

_____ High School Diploma _____ G.E.D. _____ Technical School _____ College Graduate

References: List the names and addresses of three persons not related to you who can describe your personality.

Name	Address/Phone Number
_____	_____
_____	_____
_____	_____

Please add any information that would assist us in our decision about you. _____

Have you ever been convicted of a criminal offense other than a minor traffic violation or are there any criminal charges pending against you other than minor traffic violations? Yes _____ No _____

If you answered yes to either of the above, please explain.

Certification of Applicant: By my signature, I affirm, agree, and understand that all statements on this form are true and accurate. Any misrepresentation, falsification, or material omission of information or data on this application may result in exclusion from further consideration in participating in the Volunteer Program.

_____ Date _____ Signature

The language in this document does not create a contract between you [the applicant] and Dorchester Academy. The school could request a criminal record history from the South Carolina Law Enforcement Division. Dorchester Academy is an equal opportunity, affirmative action employer.

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Guidelines/Information for Adult Volunteers

1. All volunteers are required to officially register as a volunteer and to show an official photo I.D. (Volunteers are placed by administrative approval. Schools reserve the right to refuse volunteer assignments to individuals with criminal records.)
2. Students' safety is the responsibility of the school, therefore, always report to the school office before beginning your volunteer activity. Sign-in and obtain a name badge. Don't forget to sign-out.
3. Confidentiality: You must keep information you learn about students between yourself and your assigned supervisor. The school volunteer program is at risk and a student or a family could be devastated if a comment is misplaced.
4. Reliability is expected because teachers and school plan for your assistance. If you need to be absent, call the school as soon as possible to ask that the teacher, or your supervisor, be told of your impending absence.
5. Dress comfortably, but remember that you are a role model for our students. Please follow the dress code for our school.
6. As with employees, volunteers should not touch students in an aggressive, disciplinary or sexual nature.
7. Any volunteer who has reason to believe that a child has been subject to abuse or maltreatment must report it. It is recommended that the volunteer report their suspicion to the headmaster or other guidance counselor. Failure to report is a misdemeanor and punishable by law.
8. Volunteers may not bring children who are not registered in the school when they volunteer.
9. Volunteers must be careful in speech and action. They do not make negative comments to students or teachers.
10. Volunteers are not allowed to photograph students for personal reasons, but may assist with photography and events for teachers, the website, or the Yearbook staff.
11. Volunteers must follow the school computer use policies. Myspace and Facebook are not to be accessed on school computers. No information or comments about students, teachers, or the school should be added to personal Myspace or Facebook pages at home.