



## First Baptist Academy

Thank you for expressing an interest in volunteering at First Baptist Academy. One hour, one day a week, one day on a special project or a field trip-your efforts make a difference for students, staff and our school!

Please be sure to carefully read the Volunteer Information and Guidelines included with this packet. These guidelines have been set up for the safety of both students and volunteers. Upon completion, simply fill out the attached form and return it to the school office along with a **\$13 check** made out to FBA.

### Volunteer Procedures

- For the safety of our students, all prospective volunteers will be subject to a background check.
- Wear identification badge provided by the school while participating in volunteer activities.
- Adhere to the FBA volunteer guidelines.
- Young children may not accompany parent when volunteering.

### Volunteer Guidelines

#### Confidentiality

As you work with staff and students, remember that the problems, abilities, relationships and confidences of students, their parents, and staff should never be discussed with anyone other than a professional staff member of our school.

#### Discipline

The school and each classroom have an established discipline policy. When issues arise concerning appropriate student behavior, your responsibility is to call such matters to the attention of the teacher or other supervising school personnel and to support students by encouraging them to make good choices and demonstrate appropriate behavior. We appreciate your efforts and help.

#### Emergency Drills

If you are present during a drill, follow the lead of the nearest faculty or staff member.

#### Helping the Teacher and Class

Parent/Guardian volunteers work under the direction of the classroom teacher or office staff member who defines the volunteer's duties and expectations. **All volunteers work under supervised conditions only.** When working in the classroom, please try to keep your role as volunteer and parent separate. If your child has a problem, let your child work out the problem with others and the teacher through established classroom routines and procedures. A volunteer should not let personal feelings enter into his/her work as a volunteer.

#### Appropriate Touching

Handshakes and high fives are considered appropriate friendly touches. Never touch a child in anger. If a student is unruly or disrespectful, refer him/her to the classroom teacher. ***School personnel are mandated reporters. Should a child be touched inappropriately by a volunteer, the school is obligated to file a report with the Department of Children and Family Services.***

#### Safe Verbal Communication

Let your conversation demonstrate respect for others and yourself. Avoid language that may be perceived as discriminatory, sexist or offensive.

We want your volunteer time at First Baptist Academy to be an enjoyable and rewarding experience. If you have any questions or concerns, please contact the administrator, 726-6040.

**Thank you for joining us in this educational partnership!**

**\*Please keep this page\***

**First Baptist Academy**  
**Volunteer Sign-Up Sheet**

**\*Please return this sheet with a \$13 check to the school office.\***

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

Phone #: (H) \_\_\_\_\_ (C) \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Have you ever been convicted of a crime, **misdemeanor and/or felony**? \_\_\_\_\_ Yes \_\_\_\_\_ No

Explain: \_\_\_\_\_

Do you have any medical conditions that we should be aware of \_\_\_\_\_ Yes \_\_\_\_\_ No  
which would affect your ability to work as a volunteer in the school?

Explain: \_\_\_\_\_

Student's Name	Grade	Teacher

**List at least three personal non-related references:**

**Name:** \_\_\_\_\_ **Email/Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Email/Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Email/Phone:** \_\_\_\_\_

**Waiver of Liability**

*First Baptist Academy/FBCO does not provide liability insurance coverage to non-school personnel serving as volunteers for FBA. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School or FBCO and to document the volunteer's acknowledgement that they are providing volunteer service at their own risk.*

*By your signature below:*

- 1. You acknowledge that FBA/FBCO does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to First Baptist Academy.*
- 2. You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind arising out of the volunteer's supervised or unsupervised service to FBA, agree to waive any and all claims against FBA/FBCO, or its officers, employees, agents, or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the school.*
- 3. You authorize FBA/FBCO to conduct a full background check as a part of the screening process. You will receive an email from Checkr with instructions to complete the background check.*

*I have read the volunteer guidelines, understand their purpose, and agree to abide by them as a volunteer at First Baptist Academy. I understand that volunteer privileges may be revoked should I choose not to abide by any of these guidelines. **I am aware that a background check and administrative approval must be granted prior to participating in volunteer services.***

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