

Wilshire Park Elementary School

2016 – 2017 Volunteer Program

3600 Highcrest Road NE
St. Anthony, MN 55421 (612) 706-1267

Dear Parents and Friends of Wilshire Park,

I invite you to be a volunteer at Wilshire Park. Volunteers are very important to the staff and students of the Wilshire Park community, completing many tasks and taking on a variety of responsibilities. It is your decision as to how you wish to participate. Whatever your choice, please communicate your volunteer goals to me so that we can work together to meet your needs. Your commitment to volunteering is a crucial time during the teacher's day. Their daily planning revolves around the presence of volunteers who have planned to spend an hour or so assisting. Whatever you do, it is important that the staff can rely on your commitment.

Sign-Up for volunteering will take place during the Meet and Greet opportunity on Tuesday, September 6th during the day, and will remain posted through the first week of school. The volunteer sign-up sheets will be posted in the hallway outside the gym.

Next, if you are a first time volunteer or would like to have a quick refresher course, mark your calendar for **Wednesday, September 21st from 2:30 – 3:15pm or Friday, September 23rd from 9:30 – 10:30am** for a short training session in the cafeteria. Here you will learn or review the procedures as well as the operation of various machines used on a regular basis. This will be followed by a short social time to meet other new volunteers. After receiving your training, please plan to begin volunteering the week of September 26th. The Staff will be anxious to see you!

To assist our volunteers with younger children, we offer **FREE childcare** located at St. Anthony Community Services on **FRIDAY MORNINGS** FROM 9:00 – 11:15 am. This service is available for children 18 months and older. If you are interested in this opportunity, please call Jodi Bradt at (612) 719-3772, or email her at sfbradt@msn.com, to reserve a spot for your child(ren). The volunteer spots on Friday mornings go quickly because of the need of some for this child care, so please consider volunteering on different days if you don't need this service. Your child can have fun playing with other children, while you are volunteering at Wilshire Park!

I sincerely hope you will be able to join us at Wilshire Park. Many friendships have found their start while volunteering. It is a great way to meet people, hone your skills, and be part of the educational community. Volunteer sign-up procedures are listed on the back. I am looking forward to meeting you this fall. Please join us!!

Sincerely,

Jolene Hodson, Volunteer Coordinator

20016-2017 VOLUNTEER SIGN UP PROCEDURE

If you are interested in being a Wilshire Park volunteer, sign up sheets will be posted in the hallway outside the gym on Tuesday, September 6th during Meet and Greet and through the first week of school. If you are unsure of where and when you wish to volunteer, or if the staff person for whom you had hoped to work is already full, please call me and we'll work out an alternative plan.

- Even if you are a “seasoned” Wilshire Park volunteers, our insurance requires you to complete a new Volunteer Application/Registration form each year. Thanks for taking the time to do so.
 - Select the staff person for whom you wish to volunteer. Select the day and time slot that would be convenient for you and write your name on the line provided. The staff has indicated as to whether they expect in or out of the classroom assistance. Please remember if your first choice is filled with volunteers, many other staff members may not be as fortunate. Please consider donating your time for others.
 - Please begin volunteering the week of September 26th, unless you have made alternate plans with your teacher.
 - If you have any doubts about being able to commit to a particular time, wait to sign up until you are sure. The staff relies on your presence. Please be confident of your commitment.
 - FREE Childcare is available on Friday mornings from 9:15 -11:15 a.m. at Community Services for children over 18 months. This service will begin Friday September 23rd. Call Jodi Bradt, (612) 719-3772, or email her at sfbradt@msn.com, to register your child. Because space is limited, please register early.
 - Volunteer Orientation sessions are Wednesday, September 21st from 2:30 – 3:15 p.m., or Friday, September 23rd from 9:30 – 10:30 a.m. in the cafeteria.
 - If you think you may chaperone a fieldtrip sometime during the year, complete questions 1 – 5, 9 & 10 and read and sign the back of the registration. Our primary concern is for the safety of the students.
- * Please sign in and wear your volunteer nametag when in the building. Throughout the year, your volunteered time will be recorded. Therefore, it is greatly appreciated that you document your time on the sheet located across from the Nurse's Office. Thanks.

WILSHIRE PARK VOLUNTEER PROGRAM 2016-2017 Application/Registration Form

FIELD CHAPERONES EXCLUSIVELY:

PLEASE COMPLETE NUMBER 1-5, 9 & 10 AND SIGN THE BACK OF THIS PAGE.

1. Name: Last		First
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2. Home Phone:	Work Phone:	Cell/Pager:
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3. Home Address (Include City/Zip): email address:

4. Child(ren)'s Name & Teachers:

5. Emergency Contact Name & Phone:

6. Volunteer Experience:

7. Why do you wish to volunteer at Wilshire Park?

8. Other talents you'd like to share:

<p>9. The following information is used to screen potential volunteers for the protection of our students.</p> <p style="padding-left: 40px;">Have you ever been convicted of a misdemeanor or felony (excluding traffic violations resulting in fines less than \$50)?</p> <p style="padding-left: 80px;">YES _____ NO _____</p> <p style="padding-left: 40px;">Have you ever been discharged or forced to resign from prior employment?</p> <p style="padding-left: 80px;">YES _____ NO _____</p> <p style="padding-left: 40px;">If yes, please explain.</p>
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10. Please list two references, preferably someone who knows you well, (at least five years).	
Name: Address: City/State/Zip: Phone: How long have you known him/her? Relationship:	Name: Address: City/State/Zip: Phone: How long have you known him/her? Relationship:

11. Type of Service Interests:

Clerical (Main Office)

Special Projects

Tutor Students

Nurse's Office

Media Specialist

Classroom Volunteer

Vision Screening

Below you will find a list of additional activities that occur throughout the year at Wilshire Park. The Wilshire Park Parent Association sponsors some of these activities while the school sponsors others. All of the programs require the help and assistance of our parents and community. Please review the list below and check those areas in which you would be interested in assisting. Thank you for your generous gift of time.

Art Adventures Program (Training Available)

Movie Night Fall 2016

Assist with Picture Retake Day Oct. a.m.
(Call me and leave a message (612) 706-1267)

Assist with Fall Book Fair October 2016

Hanging artwork for Art Show April 2017

Assist with Spring Book Fair May 2017

Classroom Host for Grandparents Day
May 2017 (1-hr. time commitment)

Assist with Ice Cream Social May 2017

Assist with Track & Field Day June 2017

Assist with W.P. Fun Fest Feb. 2017

Wilshire Park is an equal opportunity employer and does not discriminate based on any legally protected status under federal, state or local law.

I certify that the information I have given in this application is accurate and up-to-date. I understand that if I have misrepresented information contained on this form and/or fail to the program guidelines, I may have this application withdrawn. I understand the District may request a background on me regarding my rights and I will sign an appropriate release authorization if requested to do so.

Signature

Date