



Get Involved!
Making a Difference

Volunteer in Durham Public Schools



Durham Public Schools
Community Education
P.O. Box 1967
Durham, NC 27702-1967

Volunteer Today! Check us out @ www.dpsnc.net

DPS Volunteer Application

Welcome Volunteers

Thank you for your interest in volunteering in Durham Public Schools. Volunteers are an essential part of our efforts to ensure academic achievement for every student in every school. By tutoring, assisting with activities or otherwise sharing unique talents and time, volunteers make a valuable contribution toward the success and well-being of our students.

Getting Started

- Complete the Volunteer Application form and the Criminal Record Check Authorization form attached or available on line at www.dpsnc.net.
- Identify the School or Program where you would like to volunteer.
- Contact the Volunteer Coordinator at the school you identify- the names are listed on the volunteer coordinators list at www.dpsnc.net.
- Identify role, schedule and expectations by meeting with your prospective supervisor. This person may be the Volunteer Coordinator or the teacher or both.
- Orientation/Training – Read the Volunteer Handbook and attend a district or school orientation.

For More Information Contact:

Sheila Miglarese
Volunteer Services Coordinator
Dept. of Community Education in
Durham Public Schools
302 Morris Street, Durham, NC 27701
Ph: (919) 560-3816
FAX : (919) 560-3820

sheila.migliarese@dpsnc.net

Opportunities for Elementary & Secondary Instructional Volunteers

- Tutor
- Support for English language learners
- Before and After School Programs
- Support special projects, activities or field trips
- Speaking and presentations

Support Service Volunteers

- Classroom Assistant
- Office/Clerical Assistant
- Media Center/Library Assistant
- Activities Volunteers
- Technology Helpers

Off-Site Volunteering

- Community Learning Centers

Partnership Programs

Partnerships match community resources to identified needs of the school district or individual schools. Partners often contribute more than monetary or in-kind support to the program - they donate time and expertise, send tutors and mentors to volunteer in the classroom, speak to classes about their business or organization and invite classes on field trips.

Durham Public Schools Board Policy No. 2020

The Board welcomes persons who wish to volunteer their time in schools. Screening, training and supervision of volunteers is the responsibility of the school principal. The principal is responsible for ensuring that all volunteers who may have unsupervised contact with students or who volunteer routinely on school property have a completed volunteer application and approved criminal background check prior to beginning volunteer duties. All volunteers are subject to criminal background checks.

2020.1 Volunteers are bound by the standards of conduct applicable to school employees. The principal may terminate the services of a volunteer if the principal deems appropriate.

2020.2 Schools are encouraged to notify parents/guardians of their entitlement under state law to four hours of leave each year to participate in activities at their child's school.

2020.3 Schools are encouraged to identify effective roles for volunteers, offer appropriate training, and assess and recognize the efforts of volunteers each year. Schools shall after each school year inform the Superintendent of the effectiveness of the volunteer program.

Legal Reference: G.S.115C-36
Adopted Effective: July 1, 1999
Revised: September 25, 2003

volunteers

Volunteer



Part 1 Application Form

Print Legibly

Name: _____
Last First Middle Maiden

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

E-Mail: _____ Date of Birth: _____

Occupation: _____
Employer Position

Emergency Contact: _____
Name Phone

Which volunteer opportunities are you most interested in?

Elementary & Secondary Instructional Volunteers

- Tutor
- Support for English language learners
- Afterschool Programs
- Support special projects, activities or field trips
- Speaking and presentations

Support Service Volunteers

- Classroom Assistant
- Media Center/Library Assistant
- Technology Helpers
- Office/Clerical Assistant

Off-Site Volunteering

- Community Learning Centers

Name of school(s) preferred: _____
Name or Geographical Area

School Environment: Elementary Middle High School Before/After School Alternative

Time and Day(s) available: _____
Time Days

PLEASE READ AND SIGN THE FOLLOWING:

- I will hold in confidence any information revealed to me pertaining to my student.
- I will report any home or school concerns about a child to the school coordinator of volunteers, the manager of the program, the child's teacher, or directly to the principal before I leave for the day.
- I understand that I have a legal obligation to report any suspected abuse or neglect to the principal or designated person.
- I will not contact the child off campus or remove him/her from school at any time without written parental permission.
- I will not accompany the child into a restroom or be with the child in any secluded area.
- I will call the volunteer coordinator or manager when I have to be absent.
- I will sign in and out each day when I volunteer at the school.
- I will follow DPS and the Department of Community Education's policies and procedures.
- I understand the diversity in all students and believe in their ability to be successful.

I also confirm that I have not been convicted of a felony or any offense involving drugs, alcohol, child abuse, sexual aberration or any moral turpitude. I hereby affirm that the above information is true and complete to my knowledge. By providing direct services to children, I authorize Durham Public Schools to conduct a criminal record check, which will be contingent upon my placement and or continuation with all programs.

Signature: _____ Date: _____

Durham Public Schools does not discriminate on the basis of sex, color, religion, national origin, age or disability in any of its educational or employment programs or activities.

Revised 05/07

Please return this form to: **Community Education in Durham Public Schools**
attn: Sheila Miglarese
P.O.Box 1967 Durham, NC 27702-1967 or 302 Morris St. Durham, NC 27701
(919) 560-3816 Fax: (919) 560-3820

Part II Criminal Record Check and Authorization Form for DPS Volunteers

The Durham Public Schools Board of Education directs principals to conduct a criminal record check on volunteers who may have unsupervised contact with children. The Durham Public Schools also may conduct periodic criminal record checks on you after you start volunteering. If the Durham Public Schools obtains these criminal record checks from a consumer-reporting agency, the reports are considered consumer reports under the federal Fair Credit Reporting Act. You are entitled to receive a copy of any report, if you request it, or if the school system modifies your volunteer status as a result. Please complete this form if you authorize the Durham Public Schools to obtain a criminal history report. This is NOT a credit report.

Please **PRINT** legibly and complete all fields to avoid delays in processing.

Name:

Last

First

Middle

Maiden

Residence Address:

City:

State:

Zip:

Phone:

Birth date:

E-mail:

SS #: (Nine numbers are required)

Sex:

Race:

Driver's License #:

State:

Referring Agency or Group:

School Choice:

List All Counties of Residence in North Carolina:

_____	_____
_____	_____

List All Counties and States of Residence outside of North Carolina: **PLEASE NOTE EXCEPTIONS**—Must have complete street address of residences in California, Delaware, Georgia, Louisiana, Massachusetts, South Dakota, Vermont, West Virginia and any foreign country. Your application cannot be processed without this information.

_____	_____
_____	_____
_____	_____
_____	_____

I hereby authorize the Durham Public Schools to obtain a criminal history report from a credit reporting agency, the North Carolina State Bureau of Investigation or other agencies, and waive any claim for damages or injury against the Durham Public Schools or the provider of the report, except as provided by the Fair Credit Reporting Act.

Volunteer's Signature:

Date: