

BECOMING A VOLUNTEER

at Sonoma Valley High School

① INITIAL STEPS - VOLUNTEER REQUIREMENTS

1. **Make a commitment to volunteer** the equivalent of one hour each week for at least one semester. (Approx. 16 weeks. Semester 1: Sept. - Dec. / Semester 2: Jan. - June)
2. **Complete the Volunteer Program Application**
3. **Pass a background check** against the Megan's Law database. Teacher Support Network (TSN) will conduct the check using a photo ID(CDL) you provide to the Program Director.
4. **Attend an Orientation** given by Teacher Support Network.
5. **Sign a Volunteer & Confidentiality Agreement** to protect students private information. (ie: student grades, records or other personal information)
6. Depending on the role of the volunteer, fingerprinting may be necessary.

② PLACEMENT PROCESS

The following is the process for becoming a TSN Volunteer after you have completed the necessary registration forms.

1. **Volunteer Recruitment**
Initial Volunteers will be selected and placed according to the teacher needs.
2. **Position Placement**
TSN will find a volunteer position for you based on the information you provide on your Application Form in conjunction with the needs of the teacher.
3. **Information Packet**
TSN Volunteer Coordinator will give you the following information:
 - Teacher contact information & possible schedule
 - School Information Packet
 - Includes:** School Map, Sign-In Procedure, Bell Schedule, School Calendar,
 - Volunteer Program information
4. **Teacher/Volunteer Introductions**
TSN Coordinator will put the teacher in contact with the volunteer. A final schedule will be determined.
5. **Volunteering Begins**
You and your teacher work collaboratively to decide what your volunteering activities will be.
6. **Follow-Up**
Teacher Support Network and the Volunteer will meet and share experiences in order to improve the effectiveness of the support network.

**If you have questions, check out the Frequently Asked Questions on our website:
www.svtsn.org or call Lynn Ross at 707-996-4135 or e-mail: lynn@svtsn.org**

VOLUNTEER APPLICATION

for Sonoma Valley High School

TEACHER
SUPPORT
NETWORK



1 PERSONAL Information (Please Print)

Name _____ Miss / Ms / Mrs / Mr / Dr

Residence Address _____

Mailing Address _____

Home Phone _____ Bus. Phone _____ Cell _____

Which of these contact numbers is the quickest way to reach you? _____

E-mail _____ Do you check this e-mail daily? _____

Date of Birth _____ How did you hear about this program? _____

Primary Language _____ Other Languages _____ Speak Read Write

Are you related to a student at Sonoma Valley High? Yes No If yes, please answer the following:

Student Name & Grade: _____ How are you related? _____

2 EMERGENCY CONTACT Information

Person to contact in case of emergency _____

Emergency Telephone # _____ Relationship to you (ie: spouse, friend, cousin) _____

3 EDUCATION & EXPERIENCE

Please describe your experience in the following areas, if applicable:

Work History _____

Education _____

Volunteering _____

Hobbies or Interests _____

Check those that best describe yourself friendly funny reserved talkative thoughtful
 artistic organized quiet curious serious outgoing patient _____

Why do you want to be a volunteer? _____

4 LEGAL HISTORY (If your answers to the following questions are yes, please include a detailed explanation on a separate sheet of paper.)

- Have you ever been convicted of a felony? Yes No
Have you ever been required to register as a sex offender? Yes No
Have you ever been investigated for or charged with any offense involving a person under the age of 18? Yes No
Have you ever been investigated for or charged with any other offenses within the last 10 years? Yes No

5 VOLUNTEER TASKS

Please select any SUBJECT of interest: (Certain courses may require preparation outside of class)

- English/Language Arts
 Math for Exit Exam (CAHSEE) Algebra Geometry
 Spanish German French
 Biology Physical Science
 History Social Studies
 Art Drama Leadership Senior Projects Other _____
 Computer program help (Please list programs you can assist with) _____
 Help with Special Events (ie: Crab Feed & Grad Nite, other)

Please check any TASK choices of Interest:

- Tutor: Would you be willing to do preliminary prep work on the subject if needed? Yes No
Would you be willing to review assignments with the teacher if needed? Yes No
 Classroom Assistant
 Assisting with group projects
 Assisting with research assignments
 Computer help
 Assisting with prep work (ie: enter grades, grade work, bulletin boards)
 Presentations based on volunteer's special talents/interests
 Working with ELL (English Language Learners) students
 Administrative assistance
 Working one-on-one with a student or small group of students

Are there accommodations you may need in order to perform the volunteer duties? Yes No

6 SCHEDULE INFORMATION

Please fill out the attached "Schedule Options" Worksheet

Check all timeslots you are available to volunteer. Indicate how many periods you would like to volunteer.
(ie: 1-3 periods per week - Final schedule will be determined from this worksheet.)

- I understand that I am committing to volunteer for at least one hour each week for one semester
How many hours can you volunteer per week? _____ (minimum of 1 hour per week is required)
 I can volunteer ONLY for one-time special projects or presentations (do not check box if not applicable)

7 RETURN FORM MAIL TO: Sonoma Valley High School, Atten: TSN-JoAnn Merritt, 20000 Broadway, Sonoma CA 95476
OR FAX TO: TSN-Lynn Ross 707-996-4135 • Questions call Program Director, Lynn Wirick Ross : 707-996-4135 or lynn@svtsn.org

→ I understand that disclosure of the information provided in this application will be limited to TSN and Sonoma Valley Unified School District. I represent that the information provided here is true and correct to the best of my knowledge.

Signature _____ Date _____

Photo Release: By initialing here X _____, I give my permission for any photograph of myself, obtained during volunteer activities, to be used for informational material for Teacher Support Network.



SCHEDULE OPTIONS (From the Volunteer)

VOLUNTEER NAME: _____

How many Periods would you like to Volunteer? _____ **On the same day?** _____ **Consecutive Periods?** _____

(Please check ALL the times you are available to Volunteer. This is for matching purposes only. This is not the final schedule)

Subject (TSN Use Only)

MONDAY

- 8:00 – 8:50 (Period 1)
- 8:55 – 9:45 (Period 3)
- 9:50 – 10:10 (Homeroom)
- 10:10 – 10:25 (Break)
- 10:30 – 11:20 (Period 5)
- 11:25 – 12:15 (Period 2)
- 12:15 – 1:00 (Lunch)
- 1:05 – 1:55 (Period 4)
- 2:00 – 2:50 (Period 6)
- 2:55 – 3:45 (Period 7)

Teacher Name (TSN Use Only)

TUESDAY

- 8:00 – 9:35 (Period 1)
- 9:40 – 10:30 (A+ time)
- 10:30 – 10:45 (Break)
- 10:50 – 12:25 (Period 3)
- 12:25 – 1:10 (Lunch)
- 1:15 – 2:50 (Period 5)
- 2:55 – 3:45 (Period 7)

WEDNESDAY

- 8:00 – 9:35 (Period 2)
- 9:35 – 9:50 (Break)
- 9:55 – 11:30 (Period 4)
- 11:30 – 12:15 (Lunch)
- 12:20 – 1:55 (Period 6)
- 2:00 – 2:50 (Period 7)

THURSDAY

- 8:00 – 9:35 (Period 1)
- 9:40 – 10:30 (A+ time)
- 10:30 – 10:45 (Break)
- 10:50 – 12:25 (Period 3)
- 12:25 – 1:10 (Lunch)
- 1:15 – 2:50 (Period 5)
- 2:55 – 3:45 (Period 7)

FRIDAY

- 8:00 – 9:35 (Period 2)
- 9:40 – 10:30 (A+ time)
- 10:30 – 10:45 (Break)
- 10:50 – 12:25 (Period 4)
- 12:25 – 1:10 (Lunch)
- 1:15 – 2:50 (Period 6)
- 2:55 – 3:45 (Period 7)

Other _____