

# COOL SCHOOL



## VOLUNTEERS NEEDED

Cool School is an after-school program that provides a much-needed service to many students in 5 and 6 grade who need homework help. Many students attending Cool School have difficulty learning. **Volunteers will help** to facilitate learning, acting as guides, to help students build self-esteem, become successful independent learners.

### Responsibilities:

- Help participating students with organization, studying for tests, reading, writing, and math homework.
- Volunteers are expected to maintain ongoing communication with the **Director** of the **Cool School Program**.
- Initiate contact with the program **Team Lead** to discuss the course being taught.
- Respect the confidentiality of the student. **Do not disclose information regarding the student you are helping to anyone without written permission.**
- Participate in required training.

**Program Basics:** The **Cool School Program** is held in the Loveland Intermediate School **Art Room 147** every **Monday & Wednesday** from **2:30 to 4:30 p.m.**

**Volunteers** will meet twice a week on a rotating basis and **be paired one-on-one or in a group setting with a student needing help.**

### **Cool School Schedule**

**2:30-** Students' and Volunteers are released to Art Room147 and are signed in. Snacks or lunch are served

**2:45-** Homework help starts. If students have no homework, review classwork graded by their teachers for a better understanding of how the work is done or read for 15-20 minutes.

**4:00-** All homework completed. Free time is allowed for educational or extracurricular activities.

**4:15-** Cleanup

**4:30-** Each Student and Volunteers sign out when program ends | **Dismissal** - volunteers walk students out to busses.

**Note: Volunteers please email your application to Terri Rogers** Director at of the Cool School Program at [trogers7@fuse.net](mailto:trogers7@fuse.net).

Any questions contact Terri Rogers Director at of the **Cool School Program** 513.739.2354 or by email at [trogers7@fuse.net](mailto:trogers7@fuse.net).

**VOLUNTEER APPLICATION**

**Volunteer Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Home Address**

Street: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please indicate which day you **ARE available**:

Loveland Intermediate (5 - 6 Grade) 2:30pm-4:30pm      Monday \_\_\_\_      Wednesday \_\_\_\_

**Volunteer Permission**

I give my permission to post my photo and information pertaining to me and the Cool School Program on publications, advertising, posters, websites and/or videos on a permanent basis.

**Volunteer Signature** \_\_\_\_\_      **Date** \_\_\_\_\_

**Emergency Contact Information**

In the event of an accident or emergency, please list at least two people we could contact.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact's Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact's Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Are there any medical conditions/Drug Allergies that we need to be aware of?

\_\_\_\_\_

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**Parent Permission**

I give permission for my son/daughter if underage of 18 \_\_\_\_\_ to participate as a Volunteer through the **Cool School Program** at Loveland Intermediate School.

**Parent/Guardian Signature** \_\_\_\_\_      **Date** \_\_\_\_\_

## VOLUNTEER AGREEMENT

As a Volunteer, I agree to hold the program and myself in the highest respect by abiding by the following agreement.

I agree to:

- meet with the student(s) I am tutoring at the time and location agreed upon with the Director of the Cool School Program.
- notify the Director within 24 hours before any session I am unable to attend.
- complete the required Training.
- communicate regularly with the **Team Lead** or **Director** regarding the student(s) I am helping.
- record my hours on a volunteer tracking sheet for every student team session.
- not to complete homework, projects, papers, and/or other assignments for the student(s) I help.
- contact the **Team Lead** or **Director** immediately with any concerns regarding the student(s), education strategies, or other personal concerns.

## CONFIDENTIAL AGREEMENT

As a Volunteer for the **Cool School Program**, I realize the significance of exhibiting professionalism, integrity, and courtesy. I will practice behaviors that exhibit these attributes to the best of my ability.

The importance of confidentiality concerning any student whom I assist both during and after my assignment is required. I understand and certify that any student information whether personal or concerning a student's academic studies and progress is confidential. I agree not to access, review, or disclose student information without specific authorization from the Cool School Program. I understand that I may discuss information about a student's progress with either the student receiving my support or the **Team Lead** and **Director** of the **Cool School Program**, for the sole purpose of the student's academic progress and success.

I understand that if I violate the Student or Confidential agreement in any way, my service in the program will be immediately dismissed.

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Student Team Signature

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Date

## The Loveland Initiative Records Check Authorization

I \_\_\_\_\_ do hereby authorize the Loveland Police Division to conduct a computer criminal history background check for working with the members of the Loveland Initiative and their client families. I will provide the information below for the sole purpose of this computer records check. I understand that no information gained from that computer check will be released to any source; and not to the members of the Loveland Initiative. Upon completion of the records check, all papers will be immediately destroyed.

Name: \_\_\_\_\_  
First
MI
Last

Date of Birth: \_\_\_\_\_ Social Security \_\_\_\_\_

I have never been arrested/convicted for a crime involving sexual misconduct:

\_\_\_\_\_

Signature Required

Records Check Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

# Tutor Survey

Why do you want to be a tutor?

What experience do you have working with children or teachers?

What do you think are the qualities of a good tutor?

What is your experience working with cultures different from your own?

Are you able to attend the training session on Monday October 7 from 3pm to 4:30pm?

What are the best things about working with children? What are the hardest?

Are there certain types of children you feel you can't work with?

Can you commit to tutoring for us for the entire school semester or year?

Do you have any questions about our screening process (police records check, character reference checks, etc.)?

What conditions might cause you to quit volunteering before the school year's end?

Do you have any questions for me?