



# BECOMING A VOLUNTEER

at Sonoma Valley High School

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## 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. **Fingerprinting required**- Done through Sonoma Police Department or special arrangements made by TSN. (Paid for by Sonoma Valley Education Foundation)

## 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](http://www.svtsn.org) or call Program Director Lynn Ross at 707-996-4135 • e-mail: [lynn@svtsn.org](mailto:lynn@svtsn.org)**

# VOLUNTEER APPLICATION

for Sonoma Valley High School

TEACHER  
SUPPORT  
NETWORK



Sonoma Valley Education  
Foundation Program

## 1 PERSONAL Information (Please Print)

Name \_\_\_\_\_ Miss / Ms / Mrs / Mr / Dr

Residence Address \_\_\_\_\_ Date \_\_\_\_\_

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  (ELD) English Language Development  Reading Assistance  Senior Project Essays  
 Math for Exit Exam (CAHSEE)  Pre-Algebra  Algebra 1  Algebra 2  Geometry  Calculus  
 Spanish  German  French  
 Biology  Physical Science  
 History  Forensics  Art  Leadership  AVID Program (Advancement Via Individual Development-call for info)  
 Metal Shop  Wood Shop  Drama  Theater Productions  Stage Set help  
 Library and/or Bookroom Inventory  Senior Project Organization Tasks  Career Center "Mock Interviews"  
 College Support Program Tasks  Help with Special Events  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 (Please list programs you can assist with) \_\_\_\_\_  
 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: SVEF/TSN, Attention: Lynn Ross, PO Box 493, Sonoma, CA 95476

For 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:** I give my permission for any photograph of myself, obtained during volunteer activities, to be used for informational material for Teacher Support Network. Initial here X \_\_\_\_\_



# SCHEDULE OPTIONS (From Volunteer)

VOLUNTEER NAME: \_\_\_\_\_ Date: \_\_\_\_\_

How many Periods would you like to Volunteer? \_\_\_\_\_ On the same day? \_\_\_\_\_ Consecutive Periods? \_\_\_\_\_

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

## **MONDAY**

- 7:00 – 7:55 (Period 0/Limited)
- 8:00 – 8:45 (Period 1)
- 8:50 – 9:35 (Period 3)
- 9:35 – 9:50 (Break)
- 9:55 – 10:40 (Period 5)
- 10:45 – 11:30 (Period 2)
- 11:35 – 12:25 (Study Period A+)
- 12:25 – 1:10 (Lunch)
- 1:15 – 2:00 (Period 4)
- 2:00 – 2:50 (Period 6)

## **TUESDAY**

- 7:00 – 7:55 (Period 0/Limited)
- 8:00 – 9:35 (Period 1)
- 9:35 – 9:50 (Break)
- 9:55 – 11:30 (Period 3)
- 11:35 – 12:10 (Tier 1,2,3 Study)
- 12:10 – 12:25 (Tier 1,2 Study)
- 12:25 – 1:10 (Lunch)
- 1:15 – 2:50 (Period 5)

## **WEDNESDAY**

- 7:00 – 7:55 (Period 0/Limited)
- 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)

## **THURSDAY**

- 7:00 – 7:55 (Period 0/Limited)
- 8:00 – 9:35 (Period 1)
- 9:35 – 9:50 (Break)
- 9:55 – 11:30 (Period 3)
- 11:35 – 12:10 (Tier 1,2,3 Study)
- 12:10 – 12:25 (Tier 1,2 Study)
- 12:25 – 1:10 (Lunch)
- 1:15 – 2:50 (Period 5)

## **FRIDAY**

- 7:00 – 7:55 (Period 0/Limited)
- 8:00 – 9:35 (Period 2)
- 9:35 – 9:50 (Break)
- 9:55-11:30 (Period 4)
- 11:35 – 12:25 (Study Period A+)
- 12:25 – 1:10 (Lunch)
- 1:15 – 2:50 (Period 6)

**Other**

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