



Volunteer Handbook



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DEAR VOLUNTEER

Thank you for your interest in assisting the ministry here at South Pointe Christian School. Your willingness to serve is greatly appreciated. Our prayer is that we will be as big a blessing to you as you will be to us. We have assembled this manual to assist you as you serve our school.

Please don't hesitate to contact us with any questions that you may have as you volunteer at the school. Our volunteer coordinator will schedule an orientation appointment for you in the coming days. Once again, thank you for being a servant and blessing to our school.

In Christ,
Jessica Griffin, Administrator

BENEFITS OF VOLUNTEERING

Many benefits are gained when volunteers serve at SPCS. School volunteers provide assistance to students, help staff better meet the needs of students and develop closer ties between the school and community. Most important, however, is the fact that your volunteer experience brings satisfaction to you personally.

Benefits for the Students

- Enriched learning experiences
- Opportunities for exploration
- Additional individualized and personalized attention
- Learning reinforcement
- Increased motivation and improved self-concept
- Positive adult role models
- Positive public relations and community attitude toward the educational system

Benefits for the Community

- Better quality education
- More responsive school system
- Added pride and confidence in educational system
- Better educated students

Benefits for the School

- Additional services without extra cost
- Released teacher time to provide additional instructional time
- Improved student achievement, attitude and behavior
- Community support
- Parent understanding and cooperation

Benefits for the Volunteer

- Assisting students to achieve
- Sharing knowledge and talents
- Knowing that you are needed and wanted
- Becoming more involved in the school and community
- Providing active support for quality education

VOLUNTEER OPPORTUNITIES

There are numerous volunteer opportunities available at SPCS. You can be involved whether you have an occasional hour to give or several hours per week. SPCS desires for every parent to help in any way at anytime. Following is a list and a brief description of all the current volunteer needs:

BUS DRIVER

Volunteers are needed to drive the bus for field trips and/or athletic events. Interested parties must have a good driving record and have (or be willing to obtain) appropriate licenses classification for transporting children. Interested parties should contact the school office.

CLASSROOM ASSISTANT

The classroom assistant works with a teacher and performs tasks such as cutting out letters, decorating bulletin boards, and copying materials which will provide the teacher with more time to plan and teach the students. You do not need to be proficient in each area. You will be used where you do your best work.

CLASSROOM VOLUNTEER COORDINATOR

The primary responsibility for the classroom volunteer coordinator is to work with the parents to fulfill the classroom's volunteer needs. For the lower school, the various needs include the following: Thanksgiving, Christmas, Valentine's Day and Easter parties, Teacher Appreciation week, chaperoning of field trips and Field Day. On the upper school levels, the volunteer needs include special celebrations and Teacher Appreciation week.

CLERICAL ASSISTANT

The clerical assistant will assist the school secretaries with office details such as duplicating materials, filing, stuffing envelopes and bulk mailings.

LIBRARY VOLUNTEER

This volunteer may assist in finding library books, filing book, entering data into the computer, repair books or read to the children. The primary purpose is to help keep the library up and running.

LUNCHROOM ASSISTANT

The lunchroom assistant sits with a class during lunch. This gives the teachers an uninterrupted lunchtime.

FINE ARTS ASSISTANT

The fine arts assistant will help the fine arts director with planning, paperwork and practice. The assistant will travel with students and director to competitions.

BOOSTER CLUB

Booster club members help support our athletic program through fund raising, helping maintain and improving facilities and energizing support for our athletic teams.

FUNDRAISER COORDINATOR

The coordinator will help recruit, organize and communicate with volunteers for various fundraisers throughout the year.

TUTORING VOLUNTEER

The tutoring volunteer will help students that need help in their studies after school.

MANY OTHER OPPORTUNITIES

There are always extra jobs to be done. Join our team of volunteers!!!

Volunteer Code of Conduct

Misconduct

Volunteers are expected to behave in a manner that is consistent with the South Pointe Christian School mission, values and goals. SPCS does not tolerate misconduct. Some examples of misconduct include but are not limited to:

- Discriminatory behavior or harassment
- Child abuse, molestation, or indecent exposure
- Failure to report arrest or criminal conviction
- Mistreatment or neglect of students, parents or staff
- Falsification of any SPCS records
- Theft or willful damage to SPCS property or to the property of others
- Dishonesty in any form
- Abusive or profane language
- Fighting or threatening to harm another person
- Possession of a weapon
- Being under the influence of drugs or alcohol on SPCS property or while representing SPCS as a volunteer
- Possessing, distributing or manufacturing controlled substances
- Horseplay, unsafe or dangerous behavior
- Violation of any stated rules or commonly accepted rules of responsible personal conduct

Volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, and other volunteers.

Volunteers must appear clean, neat and appropriately attired.

Use of tobacco in the presence of children or parents is prohibited.

Volunteers must be free of physical and psychological conditions that might adversely affect children's physical or mental health.

Volunteers are not to transport children in their own vehicle without school approval.

Volunteers will portray a positive role model by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.

- Children may not be disciplined by use of physical punishment or by failing to provide necessity of care.
- Verbally, physically, sexually, or emotionally abusing or punishing children is not permitted.
- Children should be released only to authorized persons.
- Any information regarding abuse or potential abuse should be documented in writing.
- At the first reasonable cause to believe that child abuse exists, it should be reported to your SPCS supervisor.
- In the event that SPCS has reason to believe that a volunteer abused a child, his or her conduct will be reported to the appropriate authorities, and the volunteer's SPCS involvement will be ended.

Volunteer Rights & Responsibilities

VOLUNTEER RIGHTS

- To be treated as a partner and friend.
- To have a meaningful assignment with consideration for your individual interests, skills and life experiences.
- To receive orientation and training for your volunteer position.
- To receive sound guidance and direction by someone who is experienced, well informed, patient and thoughtful and has time to invest in you as a volunteer.
- To be treated respectfully and to be given equal consideration for all volunteer assignments, regardless of age, income, disability, sex, background or religion.
- To be offered a variety of experiences through promotions and/or assignments of more reasonability, through transfer from one assignment to another and through special assignments.
- To be heard, to have a part in planning, to feel free to make suggestions and to have respect shown for an honest opinion.
- To receive respect from SPCS staff.
- To enjoy a work environment that is energetic and conducive to work and fun.

VOLUNTEER RESPONSIBILITIES

- To have a heart in the interest of the kids, families and community that SPCS serves.
- To understand SPCS's mission and goals.
- To abide by the commitment that you make.
- To speak up, ask questions and share ideas.
- To accept supervision, knowing that everyone is accountable to someone.
- To offer criticism constructively, seeking to understand before judging.
- To continue to grow and learn more about your volunteer task.
- To treat people with loving kindness and open communication, regardless of age, income, ability, background, sex or religion.
- To seek joy in your volunteer service. Having fun is an essential part of volunteering at SPCS.

GENERAL POLICIES

- Attend any orientation meetings conducted by the volunteer coordinator.
- Each time you volunteer, please sign in at the main school office.
- Wear your volunteer name tag for identification.

We know that things come up and sometimes you can't get to school on your scheduled day. However, it helps us to plan our day if you let us know as far as possible in advance when you are not available.



AUTHORIZATION FOR BACKGROUND CHECK

You are hereby authorized to make any investigation on my personal history through any investigative agencies or bureaus of your choice in compliance with applicable laws or statutes. I understand that a criminal record check may be conducted on me and I consent to any such check.

I, the undersigned, do, release and forever discharge and agree to indemnify South Pointe Christian School, a ministry of South Pointe Fellowship of Pageland and each of their officers, directors, employees and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debt and sums of money, claims and demands whatsoever, and any and all related attorney's fees, court costs and other expenses resulting from the investigation of my background in connection with my relationship with South Pointe Fellowship of Pageland.

Signature

Date Signed

(Printed) Full Legal Name

Date of Birth

Address

Phone #

City

State

Zip Code

Driver's License #

Social Security #

Email Address



VOLUNTEER APPLICATION

*Please allow 5 business days to process your application after Volunteer Orientation.
(please give your FULL, LEGAL name)

 Last Name _____ First Name _____ MI _____

 Prefer to be called _____ Date of Birth

 Street Address

 City _____ State _____ Zip _____

(_____) _____ (_____) _____
 Home Phone Alternate Phone () Work () Cell () Other Email Address

 Best time to reach you

 Emergency Contact Name Relationship Phone Number
 (Please list someone OUTSIDE your home- in the event of an emergency; we would automatically contact your home first, then this backup contact)

 Current/most recent employer: Location

 Position How Long

 Current/most recently attended school Location

 Current year in school/highest level completed: Date completed (or graduation date):

 Certifications held (include date of expiration):

Have you been convicted of, or plead guilty to, any criminal offense (other than a juvenile offense now expunged from your record) or released from prison in the past ten years? Have you ever been convicted of, or plead guilty to, a felony?

Yes _____ No _____ If Yes, describe in full:

REFERENCES

For the safety of our students, staff and volunteers, we complete at least 2 reference checks for every program volunteer. References may include supervisors, co-workers, faith leaders, teachers or school counselors. Please do not list relatives/ household members.

 Contact Name Relationship Phone Number

 Contact Name Relationship Phone Number

Volunteer position you're applying for: (Circle all that apply)

- | | | |
|--------------------|---------------------|-------------------------------|
| Booster Club | Bus Driver | Classroom Assistant/Volunteer |
| Clerical Assistant | Fine Arts | Fund raiser coordinator |
| Library Assistant | Lunchroom Assistant | Tutoring Volunteer |
| | | Other: _____ |



CONDITIONS OF VOLUNTEER PARTICIPATION AND RELEASE FROM LIABILITY

Background Certification: I certify that all of the information provided on this application is true and complete. I authorize SPCS to investigate and verify any and all of the information I have submitted. Because SPCS strives to provide a safe environment for children and youth, I understand SPCS may order a criminal history check and I authorize this investigation.

Volunteer Terms: I agree to abide by the SPCS policies, procedures and Code of Conduct. I understand that SPCS does not provide any health benefits (i.e. medical, dental, worker's compensation, etc.) or any accident insurance for me as a volunteer; I understand it is my responsibility to provide this coverage. I understand that SPCS does not provide volunteer compensation.

Property Loss: I understand that SPCS is not responsible for my personal property lost, damaged or stolen while participating in SPCS volunteer activities.

Medical Treatment: I give permission for SPCS representatives to provide or arrange for emergency care for me and to arrange for transport to an emergency center for treatment. I consent to medical treatment deemed immediately necessary or advisable to a physician if I am unable to act on my own behalf. I further understand that SPCS is not responsible for payment for such medical treatment.

Photograph Permission: I give SPCS permission to use, without limitation or obligation, photographs or other media that may include my image or voice to promote or interpret SPCS programs.

Release from Liability: I understand that accidents may occur during my volunteer activities. By signing below, I release SPCS, its agents, directors, consultants and employees from all liability based on any damage, loss or injury, whether it is the result of ordinary negligence or otherwise, caused to me or my dependent from participation as a volunteer.

Volunteer Applicant Signature

Date