

Owatonna Junior High School Volunteer Program

Volunteers play an important role in enriching the education of our students. Let us know the areas in which you would be willing to volunteer and what times you would be available.

NAME _____ PHONE (H) _____

ADDRESS _____ (W) _____

EMAIL _____

CHILD(REN)'S NAME AND GRADE

1. _____ 3. _____

2. _____ 4. _____

I can volunteer on the following days and times:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

VOLUNTEER OPPORTUNITIES:

- Teen Night Chaperone. (there are 4 opportunities to work at the Teen Nights)
- Classroom Aide: This is usually a weekly commitment.
- Math Aide: Helping students with math.
- Miscellaneous Projects: This includes cutting, preparing bulletin board materials, etc.
- ESL Program: Listening to ESL students read.
- ESL Translator: If you are fluent in another language and can help with translation. (Spanish, Hmong, Somali).
- Classroom Clerical: Check papers, etc.
- Computer Lab: Helping students and staff in media center.
- Lunchroom Volunteer.
- School Pictures: Help on picture day.
- Vision and Hearing Screening: Help on scheduled days to check vision and hearing.
- Field trip chaperone

If you have any questions please contact:

Owatonna Junior High School Volunteer Coordinator: Juanita Drabek at jdrabek@owatonna.k12.mn.us

**VOLUNTEER CONFIDENTIALITY STATEMENT
AND CODE OF ETHICS**

I shall respect the privacy concerns of students and staff, and I shall hold in confidence all information learned in the course of my volunteer service, whether that information is obtained through written records or daily interaction. I will not disclose an individual's confidences to anyone, except: 1) as mandated by law; 2) to prevent a clear and immediate danger to a person or persons.

I shall store or dispose of records in ways that maintain confidentiality.

I shall possess a professional attitude which upholds confidentiality toward students and staff, and any sensitive situations within the school.

I, upon leaving this volunteer position, shall maintain student and staff confidentiality and hold confidential any information about sensitive situations within this school.

I understand that violation of this confidentiality statement may be grounds for immediate dismissal.

As a volunteer of District 761, I realize that I am subject to a code of ethics (as stated in the Volunteer Handbook) similar to that which binds the professionals in the field of education. I interpret volunteer to mean that I have agreed to work without compensation in money, but having been accepted as a worker, I expect to do my work according to standards, as the paid staff expect to do their work.

I promise to take to my work an attitude of open-mindedness, to be willing to be trained for it, and to bring to it interest and attention. I believe my attitude toward volunteer work should be professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

Being eager to contribute all that I can to student betterment, I accept this code and agree to follow it carefully and cheerfully.

Volunteer Signature

Date

This form must be returned to your building secretary before being added to the volunteer schedule.