

**WASUMA ELEMENTARY SCHOOL  
BASS LAKE JOINT UNION ELEMENTARY SCHOOL DISTRICT  
Volunteer Application Form  
2022-23**

**Volunteer Guidelines**

Thank you for your willingness to share your time, enthusiasm, and skills with our students. Your efforts, and the efforts of our many other volunteers, help to make Wasuma the PAWesome place that it is!

Even as a volunteer, your commitment needs to be professional. While you are on campus you are a role model for students. *The expectations laid out in this volunteer application should serve as your guide while you are on campus; please keep them for reference.* If you have any questions, please feel free to contact me. Thank you for your willingness to make a difference!

Visitors and/or parent volunteers for indoor activities must provide proof of being fully vaccinated **or** may submit proof of a negative COVID test w/in 7 days of volunteering, and adhere to CDPH guidance and District health & safety protocols.

Working Together for Our Wildcats,  
Heather Archer, Principal

**Becoming a Volunteer**

**Step 1-**

Volunteers must submit a "Volunteer Application Form" to the school office for the principal's review. This application is valid for one school year. A new application must be completed at the beginning of each school year. All volunteers will sign the "Volunteer Expectations" form to certify they have read and agree to the conditions therein.

**Step 2-**

Volunteers must submit proof that they are free from active Tuberculosis with test results that are current within the last 60 days. TB assessments will be completed by your primary care provider. Once acquired, TB test results are good for 4 years & will remain on file.

**Step 3-**

*The application with the signature of the volunteer, proof of a negative TB test, a copy of COVID-19 vaccination, and the signature of the principal must be submitted to the school office.*

Volunteers supervising on overnight field trips are required to be fingerprinted. Our District office will be able to assist with local fingerprinting resources.

Volunteers will be required to wear a volunteer badge while on campus for the duration of the time they are serving as a volunteer. Volunteers must sign in & out of the office **using a driver's license**. It is a safety matter for the school to know who is on campus at all times.

The principal may refuse to register a volunteer for reasons stated in Penal Code Section 627.4 or if the principal deems the volunteer not supportive of the Wasuma program.

## **Volunteer Expectations**

### **ATTENDANCE/ABSENCE**

If you are unable to volunteer at your assigned time, please let your teacher know as soon as possible. Teachers often plan activities based on the availability of volunteers. If you are unable to meet your obligation, the teacher will need time to adjust their plans accordingly.

### **CELL PHONE ETIQUETTE**

Please put your cell phone on vibrate mode when working on campus. Cell phone ring tones and conversations are disruptive to the learning environment.

### **CLASSROOM DUTIES**

Please become familiar with your teacher's class routine & procedures for using the restroom, sharpening pencils, getting a drink, etc. Teachers are the final authority in their classrooms. They will give you specific instructions on how or what you'll be doing during your volunteer time. The time spent in the classroom is often very busy. Even if your teacher isn't able to tell you while you are there: Never doubt that your time & efforts are appreciated!

### **CONFIDENTIALITY**

All volunteers, no matter what job they perform, have an obligation to keep in confidence all information that pertains to the students and staff they assist. This information may relate to student behavior, academic performance, home life concerns, etc. Information regarding students, staff, and other volunteers is not to be discussed with anyone who is not entitled to such information.

### **DISCIPLINE**

Serious concerns about student behavior during volunteer time should be referred to the teacher or another staff member immediately. Do not reprimand or try to discipline students.

### **POSITIVE ENVIRONMENT- SHOW YOUR PAWS!**

We believe that all people, adults and children, deserve love and respect. We create a positive atmosphere in our programs by encouraging and supporting our students and one another. Every day we show our PAWS: **POSITIVE ATTITUDE, ACT RESPONSIBLY, WORK HARD, SHOW RESPECT**

### **SUSPECTED CHILD ABUSE**

Child abuse shall be defined as any mistreatment or neglect of a child by an adult resulting in serious injury or harm to the child. Any volunteer who suspects child abuse should notify the child's teacher. If the teacher is not available, contact the principal or school secretary. It shall be their responsibility to determine whether child abuse is suspected as per the State Code and whether a report will be made.

### **VISITING WITH OTHER VOLUNTEERS**

Please refrain from visiting with other volunteers when in your child's classroom. Parents gathering to chat outside a classroom can also be disruptive. We appreciate your awareness of your surroundings.

## BEHAVIORAL TECHNIQUES

Recall that all discipline is to be conducted by teachers and administration, not volunteers or visitors. If you feel that a student may need discipline, make a referral to the teacher in charge. Here are some ideas to assist you in encouraging the best behavior from our students.

### 1. POSITIVE REINFORCEMENT

Find someone using good behavior and be really interested in what they are doing.  
Praise the child for doing the appropriate thing.  
For example, "I like the way you started working right away."

### 2. DISTRACTION/REDIRECTION/REFOCUS THE DISCUSSION

### 3. ACTIVE LISTENING

Sometimes it is enough for a child to hear that you understand and accept and understand their feelings.

### 4. CONSISTENCY

Be specific and follow through.

### 5. CHOICES

Choice does not mean allowing a child to not follow a directive.  
Give the child some control over the situation.  
Offer only choices you intend to honor.  
For example, "Would you like to read to me outside or in the library?"

### 6. BEHAVIOR SPECIFIC DIRECTIVES

Let the child know exactly what it is that you expect for behavior.  
For example: "I expect you to..."  
Rather than using broad directive such as, "Be good," be more specific.  
For example, "Turn around in your chair, and work on your math problems."  
Tell the child what you want them to do vs. what you want them to stop doing.  
Rather than telling the child to stop screaming, tell the child to please use an inside voice.

### 7. SETTING LIMITS/EXPECTATIONS

Limits are necessary and help kids feel safe, if enforced correctly.  
Keep them simple and positive.

### 8. UNCONDITIONAL POSITIVE REGARD

Treat all children with respect. Children do not have to earn this by behaving in a certain way. This is our right as human beings.

### 9. NATURAL/LOGICAL CONSEQUENCES

Natural consequences happen without adult intervention.  
"If you don't come to snack now, all the apples will be gone and you won't get any."  
Logical consequences do require adult intervention.  
"If you waste your reading time, it will run into your recess time, and you'll have less time to play."

### 10. HUMOR

A great way to defuse a tense situation, so that it can be dealt with more effectively, is to use humor. Never underestimate the power of a little bit of levity. Sarcasm is, however, not an appropriate form of humor with students. Sarcasm is usually misunderstood by children and frequently leads to bigger problems for everyone.

**Volunteer Application 2022-23  
Please Print**

I wish to volunteer at Wasuma for the \_\_\_\_\_ school year.

Name: \_\_\_\_\_  
(Last) (First) (Phone Number)

Address: \_\_\_\_\_  
(Street & Number) (City) (Zip Code)

Child's Name: \_\_\_\_\_ GR: \_\_\_\_\_ Teacher: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

I attest that I have never been arrested for anything other than a minor traffic violation.

\_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please explain. (This does not necessarily preclude you from serving as a volunteer, although you must reveal the details of other violations.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I understand that an automated records check and/or DMV check may be conducted regarding this application. I also certify that I have read the Parent Volunteer Expectations and agree to abide by them while serving as a volunteer for BLJUUSD. Further, I certify that all statements made on this application are factual and true.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

TB Clearance on file: \_\_\_\_\_ YES \_\_\_\_\_ NO

TB Clearance completed on \_\_\_\_\_; results good for 4 years.

Proof of COVID-19 Vaccination: \_\_\_\_\_ YES \_\_\_\_\_ DATE

**OR** COVID-19 Testing to be completed on weekly basis \_\_\_\_\_

**All completed Volunteer Applications are kept in a secure location to protect the  
privacy of our volunteers.**