V O L U N T E E R
Information & Registration

2018-2019
We Appreciate Our BMS Volunteers!

On behalf of the Brooklyn Middle School staff and students, I would like to thank you for your interest in volunteering here. Our students benefit tremendously from the time & talent you share with us and, frankly, we need you. We also desire to give you the opportunity to get involved in your child's school. The volunteer experience is a valuable one for both of us.

Please take time to look over the volunteer opportunities outlined in this packet. This list is not exhaustive; it merely gives an overview of the most commonly requested areas of volunteer need. If you've been involved at the elementary level you'll notice that many of our needs are the same and some may be slightly different. I love matching up our volunteers to the opportunities that best suit them, so be sure to check off which areas are of interest to you. Please know that we appreciate you helping out once a year or once a month, or anything in between.

The first step in getting involved here as a volunteer is to fill out the 2018-19 volunteer application form and return it to me when completed. The district requires a new form each school year. You can drop it off at school (sending it with your student is just fine); mail it to me at Volunteer Coordinator, Brooklyn Middle School, 7377 Noble Avenue N, Brooklyn Park, MN 55443; or even email it to me at BMSvolunteering@district279.org.

Pssst. Just between you and me, I would encourage you to complete that application form right now. Because here's the deal: even if you have no plans whatsoever to volunteer this year, inevitably that golden opportunity comes along and you may miss out. I've seen it happen! You'll be all set to go on a fabulous field trip with your student, only to find out you aren't allowed to go because we do not have a completed form on file for you. Frustrating! So instead, let's plan on taking those few moments today to fill out the application form. Then, if at any point in the year that can't-miss opportunity comes along, you'll be all set to go. Which is the opposite of frustrating! And if it turns out you actually don't end up volunteering all year? You're only out a few moments of your time. I'd say it's worth the risk.

Thank you for your interest in volunteering at Brooklyn Middle School. If you have any questions at all, please do not hesitate to contact me. I look forward to seeing you around school! 😊

Laurie Dvorak
Volunteer Coordinator
BMSvolunteering@district279.org
763-569-7748
Volunteer Opportunities

**ART DISPLAYS:** Occasionally we may be asked by the art teachers to help hang students’ artwork on the hallway walls to display.
- Time commitment: varies (maybe 1-2 hours; very flexible)

**CLASSROOM HELP:** There are times when, upon teachers’ request, an additional adult in the room is helpful as classes work on particular projects and activities. (Perhaps a science project, for example.)
- Time commitment: varies per request

**CONFERENCE POTLUCKS:** One conference night of each session, we like to have a potluck dinner for the staff. With the tight scheduling of conferences so close to the end of the school day, our staff does not get much time to have dinner. So our fantastic BMS parents have, in the past, generously contributed towards a dinner for the staff with food or monetary donations. We would love to be able to continue this tradition at BMS.
- Time commitment: none *(unless you help with serving or clean-up; the dinner break is usually 2:30-3:30 or so)*

**DANCES:** Even though your students might say that they don’t want you at a school dance, please reconsider. Your task at the dance can take you away from the dance floor and put you more “behind the scenes.” You might be taking tickets, working coat check or concessions, or patrolling halls.
- Time commitment: 4 hours

**FIELD TRIP CHAPERONES:** Parent chaperones are needed to help lead smaller groups of students within a class as they go on various field trips. This usually includes riding along on the bus to the destination.
- Time commitment: varies, but you may expect a half-day commitment

**LUNCHROOM SELLING:** We take the opportunity of being able to contact all our students during the lunch hour so that they may purchase certain items available to them. This includes purchases such as yearbooks, carnations, and dance tickets. This task is always done during the lunch hour, 11:40-1:05.
- Time commitment: allow 2 hours per shift
MEDIA CENTER: Assist the media department with a variety of tasks including shelving books. We work around your availability during the school day. This can be a weekly commitment, or once or twice a month.
  • Time commitment: approx. 1-2 hours per shift *(very flexible!)*

PICTURE DAY: Assist students on picture day, making sure the students are in the appropriate line and have their money. This always occurs in September, usually the third week of school.
  • Time commitment: approx. 2 ½ hours per shift

TESTING ESCORTS: Be available to escort testing students through the halls to/from classroom and restroom. State testing rules require that students are escorted one at a time to be sure there is no communication between students during testing. (This is a great time to get caught up on your reading, crossword puzzle, knitting...) Testing season occurs in the spring each year.
  • Time commitment: approx. 3 hours each shift, but flexible
Guidelines for BMS Volunteers

**Application:** All volunteers must complete and turn in the Volunteer Application Form before volunteering in our building. It may take as long as a week or two for the application to be processed, so please plan accordingly. Forms are available from the volunteer coordinator, in the school’s front office, or on our website at schools.district279.org/bms/families/volunteering.

**Confidentiality:** Remember the importance of confidentiality! You may observe, read or hear things about individual students while you are volunteering, but please do not repeat any of this to anyone. (Just think about how you would feel if it were your student.) If you have a concern, talk to the volunteer coordinator, principal or teacher. Please do not abuse the students’ right to privacy.

**Dependability:** Dependability is more important than any specialized skill. It is very important to be punctual. Please contact the volunteer coordinator if you know ahead of time your plans have changed; if it is the day of your commitment, please call the school office at 763-569-7700 to let them know you will be late or absent.

**Line of Sight:** Volunteers must always be in the line of sight of a BMS staff person when they are with students. Volunteers should never be alone with students.

**Restroom Use:** Volunteers should always use the Staff Restrooms (not the student restrooms) while in our building.

**Sign-in:** Each volunteer must sign in at the front office in the Volunteer Sign-in Book upon arrival. You will then be given your nametag, which you will wear while in our building; return the nametag as you sign out in the main office. For security reasons and in case of an emergency, it is important that we know who is volunteering in our building and where.
Please provide the following information to assist us in scheduling your volunteer time. Your contact information will allow us to place you in volunteer position(s) and to notify you if anything changes with your assignment. Providing your contact information is optional, but if you do not provide it, you will not be able to volunteer. We may share your contact information with school district employees who need the information in order to do their jobs, appropriate people in an emergency, and/or parent group (PTO/PTA/Advisory Committee) representatives as needed by event coordinators. We will also release your information if a court orders its release, or if you authorize the release of information to other agencies.

Last Name __________________________ First ___________________ MI __________

Address ___________________________________________________________ City _______________________________ Zip __________

Email address __________________________________________________________ (please print clearly)

Contact me at ( ) _____________________ Secondary Number: ( ) _____________________

Medical emergency contact

(Name) __________________________ (Phone Number) __________ (Relationship) __________

Please check one:

☐ I am the parent/guardian of current ISD 279 student(s).

☐ I am NOT the parent/guardian of current ISD 279 student(s). NOTE: Please attach a clear and legible copy of your photo ID, or present your photo id to school staff for us to copy.

Are you volunteering as a member of an organization? If so, please share the name of your organization: __________________________

(Optional)

Please list school-aged children in this school:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Grade</th>
<th>Teacher and / or Advisor</th>
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SCHEDULING INFORMATION

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<thead>
<tr>
<th>Please indicate days and times that you are available to volunteer</th>
<th>Day(s)</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>☐ At Home Projects</th>
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</thead>
<tbody>
<tr>
<td>Time(s) am/pm</td>
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I agree:

• that any photos taken while participating in an ISD 279 Osseo Area Schools activity may be used in District informational or promotional materials

• to review and support the district’s Volunteer Handbook (find the link at http://district279.org/community-education/community/volunteer)

• to review and support school board POLICY 924 – SCHOOL/COMMUNITY RELATIONS - SCHOOL VOLUNTEERS (http://www.district279.org/images/Dept/SchoolBoard/Policy-Procedures/Policy_924.pdf)

• to hold harmless the ISD 279 Osseo Area Schools for any actions taken by me

• that if I have misrepresented information provided on this application and/or fail to adhere to program guidelines, my application approval may be withdrawn.

Signature __________________________ Date __________

NOTE: The BACKGROUND DISCLOSURE portion of the volunteer application (attached) MUST be returned to school for your volunteer application to be complete.
Brooklyn Middle School

VOLUNTEER AREAS OF INTEREST

Please check any & all that might be of interest to you. Thank you.
(This is not a commitment; merely an expression of potential areas of interest.)

____ ANY

____ ART DISPLAYS
  Hanging students’ artwork on the hallway walls to display.

____ CLASSROOM HELP
  Assisting in the classroom with special projects, activities, etc.

____ CONFERENCE POTLUCKS
  Donating food and/or cash for teacher dinner on conference night. (2-3 times/year)

____ DANCE CHAPERONES
  Assisting in areas such as check-in, concession stand, coat check, ticket sales, etc.

____ FIELD TRIP CHAPERONES
  Assisting staff in chaperoning field trips with students.

____ LUNCHROOM SELLING
  Selling such things as flowers or dance tickets during the students’ lunch period.

____ MEDIA CENTER
  Shelving books, and other related projects

____ PICTURE DAY
  Ensuring students are in the appropriate line and have their money. (September)

____ TESTING ESCORT
  During testing days escorting students in the hallways. (Spring)
Volunteer Name (please print):

Last Name ___________________________________________ First ___________________________ MI _________

This Background Disclosure page of the Adult Volunteer Application is a screening document. It will be reviewed by the volunteer coordinator to determine whether or not a criminal history background check is needed.

If a criminal history background check is needed, you will receive a Background Authorization Investigation Form from your volunteer coordinator. Submission of the Background Authorization Investigation Form is required before a criminal history background check can be run.

This Background Disclosure page, which includes private data, will be stored separate from the Scheduling Sheet (page 1 of the Adult Volunteer Application) in a secured location as designated by the principal or site leader.

This Background Disclosure portion of the Adult Volunteer Application MUST be returned to school for your volunteer application to be complete.

Are you a current ISD 279 employee? □ NO □ YES

If ‘yes’:
Employee ID Number: ________________

(If you are an ISD 279 employee, please sign and return this form with the scheduling sheet of the volunteer application. Do not complete the Consent and Acknowledgement section - found below.)

CONSENT AND ACKNOWLEDGEMENT

If you are not a current ISD 279 employee, you must answer each of the following questions. Refusal to answer these questions will result in denial of approval for you to volunteer at school. Based on responses to these questions and/or the volunteer assignment for which you are considered, District 279 reserves the right to request a criminal history background check (you will be notified if this is the case). The background disclosure section of the adult volunteer application and information contained in it is PRIVATE and will only be shared with the volunteer coordinator, principal, site leader, Human Resources, and/or people authorized by law to have access as needed.

Have you ever been convicted of a criminal offense other than a minor traffic violation? □ NO □ YES

Have you ever had any adjudicated finding of child abuse filed in your name? □ NO □ YES

Does your name appear on any Sex Offender Database in any state or country? □ NO □ YES

If your response to any of the above three questions is ‘yes’, please answer the following questions:

Has ISD 279 run a criminal history background check on you in your capacity as a volunteer in the past? □ NO □ YES

If ‘YES’, please provide approximate date: ________________, and has anything changed in your background since the previously run criminal history background check? □ NO □ YES

__________________________________________  ___________________________
Signature                         Date