

Faribault Education Center - Volunteer Application



Steps for Becoming a Volunteer Teacher

The following is a list of steps that new volunteer teachers usually go through as part of the application, orientation, and training process. In some cases you might not complete these steps in the suggested order. If you have questions or concerns about any step in the process please discuss it with the learning center coordinator.

Coordinator Name, phone and email

Cassie Ohnstad

(507) 333-6473 Cell: (507) 210-6078

Cohnstad@faribault.k12.mn.us

Please complete the following steps to volunteer in our district.

1. Fill Out this Volunteer Application (online or in-person)
2. Call 507-333-6472 to set up a meeting with Cassie and discuss volunteer plan
3. Complete [Volunteer Background Check form](#)
4. [Complete MN Literacy Council Training](#) (in person or online)

Available as an In- Person 12 hour training in St. Paul or 3 hours online

Volunteer Application

Faribault Adult Education

The following information is very helpful to us in selecting and assigning volunteer roles, planning training, and collecting data for evaluation. Any information you provide us will be completely confidential. Qualified applicants are considered for positions regardless of race, color, creed, religion, gender, national origin, sexual orientation, disability, or marital status. Thank you for your interest in volunteering!

Date_____ Date of Birth_____

Name: Last_____ First_____ Middle Initial_____

Street Address: _____

City_____ Zip_____ Home Phone_____

Please check all that apply to you:

Gender	Years of School	Employment	Age
____Female	____High School	____Employed	____16-21
____Male	____Adult Diploma/GED	____Unemployed	____22-24
	____A.A/Certificate	____Homemaker	____25-34
	____B.A./B.S	____Retired	____35-44
	____Master's Degree	____Student	____45-54
	____Other (Specify)		____55-60+

Employer/School Name: _____

Occupation: _____

Work Phone: _____

E-mail Address: _____

How would you like us to contact you? _____

How did you hear about Faribault Adult Education? _____

Have you completed an MLC pre-service training? _____

If not, would you like more information? _____

Areas of Interest (Please check all that apply.)

☐ One-to-One Tutoring
 ☐ ESL Small Group Teacher
☐ Citizenship Teacher
 ☐ ESL Classrooms Assistant
☐ GED Prep
 ☐ Computer Teacher
☐ Basic Reading
 ☐ Computer Lab Assistant
☐ Administration/Program Support
 ☐ Student Intake/Registration

Other _____

Schedule of Availability

(Please check the times and days you are available to volunteer)

	Mon	Tues	Wed	Thurs	Fri
9 - 10:30 am					
10:30 am - 12 pm					
12:00 pm-2:00 pm					
2:00 pm-4:00 pm					
5:00 pm-8:00 pm					

How many hours a week can you commit to volunteering? _____

Do you have any medical conditions that would prevent you from performing volunteer activities? _____ YES _____ NO

Emergency Contact Name: _____

Emergency Contact's Phone: _____

Physician's Name and Number: _____

Please list and briefly describe past or present volunteer experiences:

Describe and cross-cultural experiences you have had, either in the U.S or in another country:

Please check below any relevant hobbies, interest, or skills that you would be willing to provide to our program in the form of workshop, staff/volunteer development, or creative projects:

<input type="checkbox"/> Art/Creative	<input type="checkbox"/> Cooking	<input type="checkbox"/> Gardening
<input type="checkbox"/> Medical Skills/Training	<input type="checkbox"/> Office Administration	<input type="checkbox"/> Word Processing
<input type="checkbox"/> IT/Networking support	<input type="checkbox"/> Educational	<input type="checkbox"/> Data Entry
<input type="checkbox"/> Phone Calls to Students	<input type="checkbox"/> HR Skills/Training	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Writing/Journalism	<input type="checkbox"/> Photography	

Other: _____

Do you speak any languages in addition to English? (Please note: this is NOT required to volunteer in our program.) ☐ YES ☐ NO

If marked "Yes", which other language do you speak? _____

What interests you about working with adult learners?

I declare that the information on this form is true and correct to the best of my knowledge. I understand that any false or misleading information given by me can disqualify me from consideration or result in dismissal at a later time. I understand that completing this application does not guarantee my acceptance as a volunteer, nor does it obligate me to accept a volunteer assignment. I further understand that Faribault Adult Education provides no auto insurance coverage for volunteers, and further does not agree to cover me for any legal liability arising out of my work as a volunteer. I have read and understand the Volunteer Job Description and the Faribault Adult Education Policies and Procedures for Volunteers.

Signature: _____ Date: _____

This portion of the questionnaire is voluntary. The information collected below is used by the Volunteer Services staff to monitor our success at attracting and maintaining a diverse volunteer corps to better serve our various communities. It is also reported Minnesota Literacy Council for their annual report.

Ethnic/Racial Background

American Indian/Alaskan Native____

Black____

White, not of Latino Origin____

Hispanic/Latino____

accommodations?

Disability

Do you have a disability?

Yes____ No____

Do you need any

Yes____ No____

Volunteer References

Name: _____

In an attempt to ensure that we provide the best possible service to adult learners, we require that each new volunteer provide references.

Please include two people, at least one of whom knows you in a professional context (including a work or volunteer supervisor, professor/teacher, religious leader.)

Reference 1

Name_____

Title_____

Phone 1_____

Phone 2_____

E-mail_____

How long have you known this individual? In what capacity?

Reference 2

Name_____

Title_____

Phone 1_____

Phone 2_____

E-mail_____

How long have you known this individual? In what capacity?

I permit the Faribault Adult Education to contact these individuals in order to complete confidential references.

Yes OR No

Volunteer Signature

Date

Rights and Responsibilities of Volunteers

You are a valuable asset to your program. It is important to us that your experience at Faribault Adult Education is safe, fulfilling, and enjoyable. The following and responsibilities outline what you can expect in our program.

Rights

Upon choosing to volunteer in our program, you have the right to:

- A job description outlining responsibilities, time commitment, training, and supervision.
- Information about the organization, its mission, and program plans.
- An opportunity to share your expectations for your experience.
- Information about emergency policies and procedures.
- An assignment suitable to your interest and abilities.
- Request re-assignment if placement is not working.
- Be heard and recognized.
- Be treated as a co-worker.
- Offer ideas and suggestions.
- Receive guidance and direction.
- Ask for and receive performance evaluations.
- Explore new volunteer opportunities.
- Receive on-going job training.

Responsibilities

Upon choosing to volunteer in our program, you have a responsibility to:

- Be open about preferences, skills, and availability.
- Share significant medical or physical information.
- Understand the volunteer opportunity and organization before beginning the position.
- Respect others and their confidentiality.
- Follow the organizations policies and procedures.
- Commit to volunteer for the entire session as noted in the job description and notify the program coordinator in advanced of any absence.
- Contribute ideas and suggestions about your volunteer position, organization, or its programs.
- Keep clear and accurate records and log your attendance.
- Report any inappropriate behavior, problems, or special needs in the classroom to the supervising program coordinator or other staff.

I understand my rights and responsibilities and will try to follow them.

Volunteer Signature

Date

Volunteer Conduct Agreement

In order to avoid misunderstandings and create a safe, healthy, and effective learning environment, this agreement outlines specific behaviors and attitudes that are inconsistent with the philosophy and mission of Faribault Adult Education. All volunteers must understand and heed the following prohibitions, or be subject to immediate dismissal.

Examples of prohibited behaviors and attitudes that are grounds for immediate dismissal from Faribault Adult Education volunteer program include, but are not limited to:

1. The use of sexist, racist, homophobic, or prejudicial language and humor.
2. Any attempt to evangelize, proselytize, convince or convert student to religious or political beliefs other than their own. (Faribault Adult Education celebrates diversity and respects the rights and liberty of each individual to practice their own religion, and political beliefs.)
3. The use of Faribault Adult Education's facilities, computers, or students/staff interactions for personal financial gain.
4. The use of Faribault Adult Education's computers to access sexually explicit or pornographic content.
5. The use of suggestive statements and/or the making of advances that could be considered "suspicious" within a volunteer, student, and/or teacher relationship. These include and are not limited to: dating learners, sexual invitations, and/or the use of sexually implicit or explicit messages of any kind that cause the recipient to feel uncomfortable and unsafe in the relationship.
6. Failure to follow through with time commitment, including regular absence and/or tardiness from scheduled activities. Three unexcused absences, defined as not calling in advanced to explain why the commitment cannot be fulfilled, are grounds for termination. Reassignment is also possible.
7. The use of chemical substances or alcohol prior to or during a volunteer session.

I understand and will comply with the agreement of conduct. I understand that breaking this agreement could be grounds for dismissal from the volunteer program at Faribault adult Education.

Printed Name_____

Signature_____

Date_____

Volunteer Confidentiality Statement

As a volunteer or intern at the Faribault Adult Education, your position may require you to develop, use, or maintain information regarding our volunteers, donors, staff, learners, and programs. This information from any source and in any form, including, but not limited to, paper record, oral communication, audio recording, and electronic display, is considered confidential.

It is the policy of Faribault Adult Education's that volunteers and interns shall respect and preserve the privacy, confidentiality and security of confidential information. Violations of this statement include, but are not limited to:

- Accessing information that is not within the scope of your duties;
- Misusing, disclosing without proper authorization, or altering confidential information;
- Disclosing to another person your sign-on code and/or password for accessing electronic or confidential information;
- Using another person's sign on code and/or password for accessing electronic confidential information;
- Intentional mishandling or destruction of confidential information;
- Attempting to access confidential information without proper authorization or for purposed other than official Faribault Adult Education business.

Violation of this statement may be grounds for dismissal from your volunteer position or internship. Unauthorized use or release of confidential information may also subject the violator to personal, civil, and/or criminal liability and legal penalties.

I have read and agree with the terms of this Volunteer/Intern Confidentiality Statement.

Volunteer/Intern Signature_____

Printed Name_____

Date_____