

Volunteer Request Form 2015 - 2016

Teachers and Staff:

It is important that my office be aware of all volunteers who are helping. Throughout the year, we send mailings and have special events to make volunteers feel appreciated. All volunteers must register with Volunteer Services **before** they begin. Once registered, please make sure that your volunteer uses the sign-in box located in your building's main office and wears a volunteer button while volunteering.

You may use the sign-in box at any time to obtain a volunteer's phone number and address.

Please remember it is board policy that parents **DO NOT** volunteer in the same classroom as their child and that you do not have anyone volunteering without meeting with Volunteer Services first.

WORK ORDERS

Please use work order forms provided by Volunteer Services. For your convenience, an original is attached. Be as clear as possible with your instructions. It is your responsibility to include materials needed for the volunteer to complete each task (for example - scissors, glue sticks, card stock, white out, etc.).

COMMUNITY RELATIONS

Feel free to contact our office if you would like coverage of a particular event submitted to the local news outlets or highlighted on your building's website. You may contact me via email with details about your event.

jdickemann@camdentonschools.org
or arhoades@camdentonschools.org

Our department looks forward to working with you this year.

Thank you,
Joi Dickemann

Volunteer/Community Relations Director

Teacher Name _____

Grade _____ Date _____

Teachers interested in sharing a volunteer please indicate with whom. Both Teachers' Names:

School Location (please circle):

DE - Sapphire River, Ruby Lake, Emerald Springs
HE - ORI - OB - HD - MS - HS - LCTC - Horizons

Volunteer duties will consist of:

Day of week preferred:

Please list all free times: (P.E. - Music - Recess - Art - Planning and don't forget Lunch)

Did you have a volunteer last year? ___ Yes ___ No

Volunteer Name: _____

Would like to use him/her again? ___ Yes ___ No

If yes, have you made contact with him/her?

___ Yes ___ No