

VOLUNTEER FORM

Name of Volunteer: _____

We thank you for your willingness to serve and assist us by volunteering at Our Savior Lutheran School. Your help further enables us to prepare our students for this life and the life to come and helps us meet our mission of making disciples of all nations.

We ask those who will volunteer at Our Savior Lutheran School to:

Prepare for work and service in the school's ministry by attending the necessary training sessions and organizational meetings.

Be concerned about nurturing the faith and life of the assigned young people.

Work with the pastoral staff, principal, teachers, and leadership of the school.

Serve our school and congregation as an example of Christian conduct as required by the Lord, and by the grace of God do everything possible to promote Christian training and a spirit of service with our youth, and so advance the kingdom of Christ among us.

It is out of concern for the children entrusted to the care of Our Savior that we find it necessary to screen our volunteers. In today's society there are an increasing number of children who have been subjected to child molestation, child abuse, sexual exploitation or harassment. Sadly, many of these situations have been caused by teachers and/or school volunteers.

Our foremost concern is the safety and welfare of the children of Our Savior. As part of the screening process, we have examined the past histories of our called teachers. The congregation has filed statements with the Wisconsin Evangelical Lutheran Synod that none of our teachers at Our Savior Lutheran School have been accused or actually committed the deeds mentioned above. It is also necessary to screen our volunteers and do background checks.

We ask that you sign this form certifying that you have not been personally involved in any incidents of child molestation, child abuse, sexual misconduct, exploitation, or harassment in this state or any other state in the past. If you have been involved in such an incident, please discuss the circumstances surrounding it with your pastor or the principal prior to your signature on this statement.

Please be assured that this form will be safely filed and used only by the administrative personnel of Our Savior Lutheran School. Thank you for your assistance in this matter and your service to us as a volunteer at Our Savior. May God bless the work that you do for us and for Him.

Date: _____

Signature of volunteer: _____

Please read the complete volunteer information sheet.

Volunteer Information

A school such as Our Savior Lutheran School could not offer the opportunities that it does without the help of volunteers. We thank you for your help and pray that the Lord would bless your efforts as you serve Him in His kingdom.

As you volunteer at Our Savior, please keep the following points in mind:

Do not hesitate to ask questions of the person in charge of an activity. To effectively volunteer, you need to know what to do and how to do it.

When working with our children, remember you are working with saints and sinners. Our children at Our Savior were born sinful and continue to sin daily; yet our children at Our Savior are blood-bought souls of the Savior whose sins are forgiven. At times, you will see our students struggle with sin and its temptations. At other times, you will see our students demonstrate their Savior's love in their sanctified conversation and actions.

Help the children remember the Fourth Commandment. As a volunteer, you are an extension of the classroom and its teacher. Just as we would expect obedience to the teacher, likewise we would expect obedience from the children when you are working with them. Should there be a child who has trouble remembering this, do not hesitate to seek the assistance of the teacher.

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. Information regarding students, staff, and other volunteers is not to be discussed with anyone who is not entitled to such information.

VOLUNTEERS SHOULD NEVER...

- Administer discipline. Behavior problems should be addressed by teachers and administrators only.
- Initiate physical contact with students. *Never put your hands on a student*, especially when you are angry.
- Contact students outside of the school setting.
- Correct staff members. See the principal with any concerns relating to staff members.

Should you have a concern about a child, as a result of working with that child individually or in a group, do not hesitate to bring your concern to the attention of the teacher.

Follow the directions of the teacher. Children very quickly can determine discrepancies between what one person says and the way another person responds. In activities and field trips, the teachers of Our Savior have planned movements and procedures that will enable the activity to proceed smoothly. Having the volunteers follow the teacher's directions is of great importance.

Volunteers should not use student bathrooms. Please use the "adults only" bathrooms in the church.

Anticipate the unexpected. Because of the excitement of an event or the anticipation of a field trip, some children may get "carried away." Be mindful of what the children in your group are doing and assist them in keeping their conduct within reasonable levels.

Should you be driving on a field trip using your personal vehicle, it is necessary that the children use their seat belts. There should be one seatbelt for each child and adult in the vehicle. Drivers are not to smoke in their car when children are present. Before you begin operating your vehicle, remind the children of your rules concerning their behavior and conduct while the vehicle is in motion. Check with your insurance company to see that your coverage includes driving for a field trip. It is important that you have adequate coverage in case of an accident. It is suggested you do not drive anyone else's children in your vehicle unless you have \$300,000 liability car insurance. We ask that volunteers make sure their vehicle is in good operating condition. If you are in doubt about this, please check with the supervising teacher or principal.

Offer suggestions. Because of the responsibility of planning and successfully executing an activity or trip, the supervising teacher can easily develop tunnel vision. You are another set of eyes that might have some valuable ideas for a smooth outing. Do not hesitate to share these ideas.