



**The High School at Moorpark College**  
**7075 Campus Road, Moorpark, CA 93021**



September 14, 2020

Good Evening,

Thank you for continuing along with us on our 2020-2021 school-year journey. You have my continued thanks for your flexibility, excitement, and participation as our new school year moves into full swing. If you are interested in joining our School Site Council or Parent, Staff, Student Association, please email me at your earliest convenience ([cfennell@mrpk.org](mailto:cfennell@mrpk.org)). We will be holding our next PSSA meeting along with our SSC meeting during the first week of October. Please let me know ASAP if you would like to nominate any individual students and/or parents for our School Site Council.

It continues to be our intention to keep you updated via weekly news updates, school website postings and updates to our social media. In each of these updates I will provide the most recent information related to our COVID19 response. At this point, our academic plan is to remain in our distance learning protocol until we are given permission to move to a blended model by the State, County, and School District. There have not yet been any specific indications demonstrating a change in Ventura County and our model will remain until such an indication is given.

I also wanted to share our updated MUSD Board Policy for the student community service requirement for graduation (this was updated in April 2020):

- Board Policy: Due to the unprecedented COVID-19 outbreak, the Board unanimously approved the following exemption request for Board Policy 6146.1, Graduation Requirements, Community Service Learning Hours:
  - Community Service Learning Hours will be modified from 40 hours to 30 hours for the class of 2021; and
  - The 40-hour requirement will resume again with the class of 2022.

If you are trying to get ahold of us via phone, it is important to note that our school phone number has been updated. We can be reached at 805-378-6312. If we do not immediately answer, please leave a voicemail and we will return your call as soon as possible. Additionally, you can always reach us via email using the email addresses listed on the final page of this update. I will continue hosting weekly principal's office hours for drop in questions on Wednesdays at noon [meet.google.com/osg-aoam-cgh](https://meet.google.com/osg-aoam-cgh). I continue to be incredibly excited for all of our upcoming events this year. Thank you again for your support for the High School at Moorpark College. Have a great week!

Sincerely,

Christopher J. Fennell Ed.D.

Principal - The High School at Moorpark College



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## **Associated Student Government Updates**

**Mrs. Jessica Hendrix-Sandoval** ([jhendrixsandoval@mrpk.org](mailto:jhendrixsandoval@mrpk.org))

- **HSMC Restaurant fundraiser**

- Our first restaurant fundraiser of the year will kick off at Chipotle in the Simi Valley Town Center Tuesday Sept 29 from 5-9pm!
- Order online with the code **RHM9MEL** and present attached flyer when picking up to ensure funds will come straight to HSMC student activities!

- **Yearbook Information**

- The yearbook team is already working hard to put together an amazing 2021 yearbook, but we need your help! Please send baby photos, pet photos, friend photos, car photos, photos of hobbies and interests to [hsmcyearbook2021@gmail.com](mailto:hsmcyearbook2021@gmail.com)
- See attached yearbook information for customizing and ordering a yearbook.

- **HSMC Virtual Movie Night**

- ASG is hosting our first virtual activity of the year on Sept. 25th! Voting for the favorite Marvel movie is happening NOW through September 17th. Grab some popcorn and a blanket and join us for this Marvel movie night. Students will be able to vote on which Marvel movie to watch next week!

- **Spirit Day Sept 24 College Apparel Day**

- Wear the gear from your dream school to all your Google Meets!



- **See's Candy Fundraiser October 19-November 16**

- Our annual See's Candy fundraiser is coming soon! HSMC students can raise money for student activities by selling the delicious chocolatey varieties of See's Candy. See's Candy is a perfect gift for friends and family to enjoy for the holidays.

- **Social Media**

- Do you **LOVE** The High School at Moorpark College? Let us know! Help us spread the word about this incredible and successful school. Please follow these links and tell us your experience with our wonderful school.
  - <https://www.facebook.com/Officialhsmc/>
  - <https://twitter.com/OfficialHSMC>
  - [@officialhsmc on Instagram](#)



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- **Big Brothers Big Sisters of Ventura County Internship Opportunity**
  - HSMC is proud to partner with BBBSVC to offer our students internship opportunities again this year! All internship programs will be virtual until further notice. There will be two opportunities each month beginning in September allowing interns to learn as much about BBBSVC as an agency as possible, while also allowing time to connect with and learn from one another. Interns will have the opportunity to:
    - connect with a professional mentor through BBBSVC - one of our staff or board - who will check in with you throughout the semester
    - schedule informational interviews with our sponsors and community partners to expand your professional network and learn more about these companies
    - Participate in a Youth Mentor internship, where you will be matched in a 1-to-1 virtual mentorship with a young person in Ventura County (although we hope to coordinate in-person group meetups on your campus in the future when it is safe to do so!)
  - If you are interested in a BBBSVC internship, please complete the attached application and contact Danica Selvaggio directly at [dselvaggio@bbsvc.org](mailto:dselvaggio@bbsvc.org).



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## Counseling Corner

Mrs. Dyan McIntosh ([dmcintosh@mrpk.org](mailto:dmcintosh@mrpk.org))

# COLLEGE



- **All Students:**
  - If you took a summer school class and want the course on your transcript you need to submit a transcript to Mariana Gaeta and/or Dyan McIntosh.
- **Seniors:**
  - If you are applying to a private or out of state college and need a Letter of Recommendation please fill a Brag Sheet and give to your recommender and me, your Counselor. It is important to give at least 2 weeks notice so that a personal letter can be written for you. All Common Applications require a Counselor to write a letter of recommendation.
  - Note: You will need to match your Common Application to Naviance Student Account. Here is a video of how to do this: <https://www.youtube.com/watch?v=qjeDWpfBb3Y>
  - Your Naviance Student Account may be accessed using your Student ID# and Q Connect Password.
  - Common Application: Here are some tips to help you

## Before you Start Your Common App

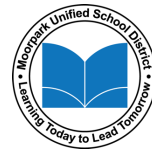
Here are a few steps you can follow before starting your Common App that will help things go more smoothly:

1. Bookmark <https://www.commonapp.org>. (You'll be using it a lot as you complete your Common App and the required supplements.)
2. Bookmark <https://www.commonapp.org/help>. The Applicant Solutions Center has a wealth of basic information about completing the app.
3. Same with the Virtual Counselor section: <http://www.commonapp.org/planforcollege>.
4. You should review the videos available on the Common App YouTube channel: <https://www.youtube.com/user/CommonAppMedia>.
5. Make sure spell-check is enabled in your browser. (If you're not sure how to do this, you can search your browser's "help" section, or search Google.)
6. Add yourself to Common App social media feeds. They offer timely and useful advice throughout the process and can be found on the bottom right of the homepage: <https://www.commonapp.org/>.
7. And finally, if the admission offices of the schools to which you are applying are connected to Facebook, Instagram, and Twitter, follow them. Increasingly, many schools are providing advice through social media on how to approach their applications.





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## **Front Office News**

**Ms. Mariana Gaeta ([mgaeta@mrpk.org](mailto:mgaeta@mrpk.org))**

- Parents/Guardians **MUST** call us at (805)378-6312 ext. 7293 to report tardies or absences within 48 hours, 72 hours on Fridays or holidays (even students that are 18 or over, while they are attending HS@MC they are still considered a K-12 student and must have parent/guardian report for them for attendance purposes). Per District policy emails cannot be used.
- ParentConnect pins and passwords can be provided upon request from our main office.
- Parents that would like to plan for vacations around our school calendar can visit our HS@MC website [here](#) OR request a 2020-2021 copy from our main office. Reminder: Moorpark College does not recognize recess days so students should expect to follow their class schedule for college classes as usual unless directed otherwise by their Professors. Students can review the Moorpark College calendar for more information by visiting the College website [here](#).
- The Moorpark Unified School District Technology Office is providing support to our MUSD families with a technology support hotline which can be reached at **(805) 517-2100**. Live support will be available from 7:00 AM to 7:00 PM Monday through Friday starting Monday August 24th. Please be aware this IT number is only for technical issues with our Chromebooks.
- Any issues with Moorpark College Canvas or ConferZoom must be directed to the Moorpark College Canvas Support team at (805) 553-4858 or [mconlinestudentsupport@vccd.edu](mailto:mconlinestudentsupport@vccd.edu). Additional resources such as Canvas Tutorials, a live chat box(during business hours) and an after-hours phone line for Moorpark College students can be found on the [Student Online Support](#) page.
- For any interested families, the Nutrition Department has recently been given clearance to continue providing free Grab'n'Go meals that include both breakfast and lunch to all MUSD students ages 18 and under as well as individuals with disabilities regardless of eligibility. Distribution is from 11am to 12:30pm Mon-Fri at any MUSD school closest to you (except for HS@MC due to College closure). The student does not have to be present and our out of district transfer students attending HS@MC are welcome to participate. For questions regarding meals feel free to call our Nutrition Department at (805)378-6300 ext. 1420.
- Students should be sure to check Canvas and their school assigned emails for both HS@MC and Moorpark College daily to ensure they do not miss any important deadlines or announcements. We recommend students use Google Calendar alerts and notifications to help them keep track of important dates and deadlines as well as continue to communicate with their HS@MC teachers and Moorpark College professors for support or further clarification. When in doubt, just reach out!



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## **The High School at Moorpark College Staff and Contact Information**

School Phone Number:	805 - 378 - 6312	
Website:	www.hsmc.mrpk.org	
Brian Friefeld	English	bfriefeld@mrpk.org
Jessica Hendrix-Sandoval	Social Science/History	jhendrixsandoval@mrpk.org
Eric Hoobs	Social Science/History	ehoobs@mrpk.org
Melissa Pistone	English	mpistone@mrpk.org
Bryan Sudberry	Physical Education	dsudberry@mrpk.org
Kari Treese	Mathematics	ktreese@mrpk.org
Chris Fennell	Principal	cfennell@mrpk.org
Mariana Gaeta	Staff Secretary	mgaeta@mrpk.org
Dyan McIntosh	Counselor	dmcintosh@mrpk.org



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## **Treering Yearbook Information**

### **2020-2021**

Dear Parents and Students,  
Yearbook Committee is excited to begin working on your Yearbook for the 2020-2021 school year. Here is some important information that you need to know:

Yearbook website for customizing and ordering: [www.treering.com](http://www.treering.com) (Please see the instructions below)

**Purchase price: \$50**

**Yearbook customization and purchase deadline: April 9<sup>th</sup>, 2021**

**HSMC Passcode: 1014109872723234**

Treering offers the following benefits:

- 2 free customization pages for each student
- One tree planted for every yearbook purchased
- Quick delivery to HSMC

### **SENIORS ONLY**

Senior Portraits:

- Must be submitted by DECEMBER 11, 2020
- Must have a 480x720 resolution quality
- Do not have to be taken by a professional photographer, but the lighting, quality, and content must be professional in nature

\*\*\*\*Senior Dedication pages will be on sale in Spring 2021.

HSMC recommends the following photographers for Senior Portraits:

CornerStone Photography

5352 Bonsai St. Moorpark, CA

(805) 529-3187

[www.imagesbycornerstone.com](http://www.imagesbycornerstone.com)

Evan Guston Photography

9734 Variel Ave. Chatsworth, CA

(818) 427-3615

[www.egseniorphoto.com](http://www.egseniorphoto.com)

O'Connor Brothers Photography

58 Moreland Rd. Simi Valley, CA

(805) 306-9542

[www.oconnorbrosphtography.com](http://www.oconnorbrosphtography.com)

Please be on the lookout for information regarding Senior Dedication pages in the Spring!

For any yearbook related questions, please do not hesitate to contact Jessica Sandoval at [jhendrixsandoval@mrpk.org](mailto:jhendrixsandoval@mrpk.org).

\*\*\*\*\* ALL PHOTOS CAN BE SENT TO [hsmcyearbook2021@gmail.com](mailto:hsmcyearbook2021@gmail.com)\*\*\*\*\*





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## To Customize your Yearbook Pages:

### Create Your Free Personalized Yearbook Pages For High School @ Moorpark College


**1 Add Photos**  
 Add your favorite photos from your phone, computer or Facebook account, and have them printed in your copy of the yearbook.




**2 Add Memories**  
 Answer questions about your year and capture your very best moments. You can even include a photo to go along with them.



My favorite memory from last summer was  
**SUNSETS WITH FRIENDS AT THE BEACH**



**3 Send Bling**  
 Send your friends Bling. Clever, full-color badges that contain expressions of friendship and humor.

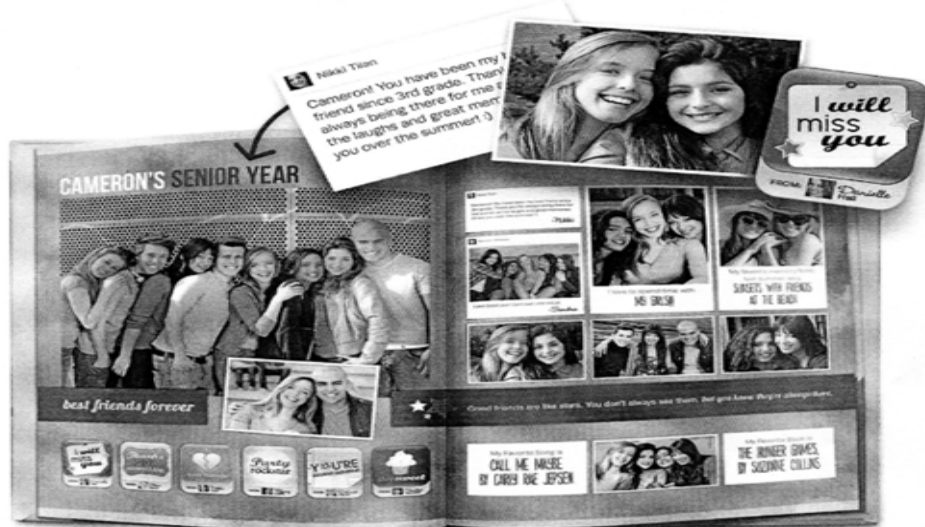


**4 Sign Books**  
 Make your friends smile by sending them a digital signature that includes a personal photograph.



**5 Personalize Your Yearbook**  
 Add all of your memories to your two free personal pages that will be printed in your unique copy of the yearbook. Need more room? You can add more pages!

## Capture Your Memories in this Year's High School @ Moorpark College Yearbook!



### Add Photos & Memories to Your 2 Free Custom Pages

- » Add photos from your computer, Facebook & Flickr.
- » Add memories & photos from throughout the year. Share them with your classmates to include in their personal pages.
- » Send and receive Bling and signatures. A great way to share expressions of friendship!

To Purchase & Customize Your Yearbook\*:  
 \*Must be a parent or student 13 years or older.

- 1 Go to [www.TreeRing.com/validate](http://www.TreeRing.com/validate)
- 2 Enter our school's passcode:  
**1014109872723234**

Yearbook Price: **\$45**

Deadline: **Apr 10**



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# SCHOOL SPIRIT TASTES GREAT



Make dinner a selfless act by joining us for a fundraiser to support High School At Moorpark College. Come in to the Chipotle at **1263 Simi Town Center Way Ste H2** in Simi Valley on **Tuesday, September 29th** between **5:00pm** and **9:00pm**. Bring in this flyer, show it on your smartphone or tell the cashier you're supporting the cause to make sure that 33% of the proceeds will be donated to High School At Moorpark College.

## NEW! ORDER ONLINE FOR PICKUP

Use code RHM9MEL before checkout in 'promo' field. Orders placed on Chipotle.com or through the Chipotle app for pickup using this unique code will be counted towards the fundraiser.

# EL CAMBIO QUE UNO CREA



Haz que la cena sea un acto generoso uniéndote a nosotros en un evento de recaudación de fondos para apoyar a High School At Moorpark College. Acude al Chipotle en **1263 Simi Town Center Way Ste H2** el **Tuesday, September 29th**, entre las **5:00pm** y las **9:00pm**. Trae este volante, preséntalo en tu teléfono o dile al cajero que estás apoyando la causa con el fin de asegurar que el 33% de los ingresos se done a High School At Moorpark College.

## NUEVO! ORDENA EN LÍNEA PARA RECOGER.

Usa el código RHM9MEL en la casilla de información denominada 'promo'. Sólo las ordenes que usen este código identificador y encargadas para recoger, vía chipotle.com o por la aplicación de Chipotle, contarán como válidas para la recaudación de fondos.



All online orders must be placed for pickup at the same time/location of the fundraiser. Delivery cannot be counted at this time. Gift card purchases during fundraisers do not count towards total donated sales, but purchases made with an existing gift card will count.



Todos los encargos en línea para recoger deberán ser de el mismo lugar del evento y en el tiempo precisado por la recaudación de fondos. Servicio a domicilio no será considerado válido. Compras de tarjetas de regalos durante la recaudación de fondos no contarán hacia el total de ventas donadas, pero sí contarán las ordenes puestas con una tarjeta de regalo ya existente.



# CHIPOTLE FUNRAISER

**09.29.20 • 5-9PM**  
 1263 Simi Town Center Way Ste H2, Simi Valley, CA  
 93065

~~~~~

ONLINE ORDERING CODE: RHM9MEL



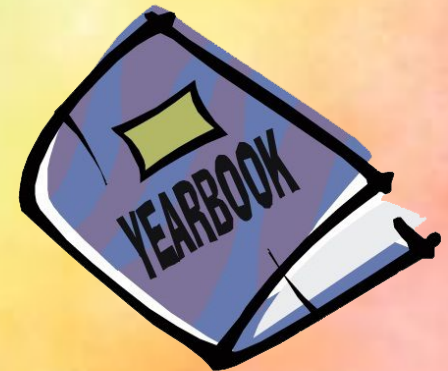
# HS@MC Yearbook 2020-2021

Send photos for the yearbook to [hsmcyearbook2021@gmail.com](mailto:hsmcyearbook2021@gmail.com)

Access the yearbook on [treering.com](http://treering.com) with the code: 1014109872723234

Purchase your yearbook by **April 9, 2021**

Buy a yearbook for \$50.00





ON SEPTEMBER 25 AT 5:30PM

# MARVEL MOVIE NIGHT

FEATURING ONE OF THESE  
MARVEL MOVIES. YOUR VOTE  
WILL HELP CHOOSE!

September 18th is the last day to  
vote. Thank you for voting!







## **Parent Student & Staff Association Membership 2020-2021**

Dear High School @ Moorpark College Parent and Student:

The Parent Student and Staff Association (PSSA) would like to welcome you to The HS@MC. We are very excited that you have decided to join our great school. We are looking forward to a wonderful and exciting year together. PSSA is committed to ensuring that every student receives the best educational experience possible and are able to participate in the very memorable activities that are planned throughout the year.

The High School @ Moorpark College has an added challenge due to our small size, tight budget, and shared facilities. Your support is vital to ensuring that our students have all the benefits available to them in other public or private schools. In addition to joining the PSSA for \$25, we are kindly asking each family to contribute additional funds, donate 2 hours of volunteer time to the school each semester and any in-kind assistance for various events. Working as a team will enable us to offset the cost of school socials, awards, recognition assemblies, bus transportation to a local college campus, senior sweatshirts, junior tee-shirts, graduation, Prom, Grad Night, and more.

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian(s): \_\_\_\_\_

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><input type="checkbox"/> Yes, we would like to join the PSSA. Enclosed is a payment of \$25.</p> <p><input type="checkbox"/> Yes, we would like to make an additional donation:<br/><input type="checkbox"/> \$50 <input type="checkbox"/> \$100 <input type="checkbox"/> \$250 <input type="checkbox"/> \$500 <input type="checkbox"/> \$_____</p> <p><input type="checkbox"/> We would like to volunteer to help out with the following:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Graduation</li><li><input type="checkbox"/> Junior &amp; Senior Prom</li><li><input type="checkbox"/> PSSA Board</li><li><input type="checkbox"/> Senior BBQ</li><li><input type="checkbox"/> Talent Show &amp; Silent Auction</li><li><input type="checkbox"/> Thanksgiving Potluck</li><li><input type="checkbox"/> Welcome Back Lunches Fall/ Spring</li><li><input type="checkbox"/> Year End Celebration</li></ul> <p><input type="checkbox"/> No, we do not want to join PSSA at the time.</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Please enclose your check made out to HS@MC and return to the office as soon as possible. Donations are tax-deductible and go directly to support your student's activities.

We thank you so much, and are so pleased you are a part of the HS@MC family.

Sincerely,

*PSSA Board and HS@MC Staff*



# Internship & Volunteer Application

## Application Checklist

*The items listed below will be used to process your application and will be kept in your file.*

☐

### 1. BBSVC Disclosure & Agreement

#### Intern & Volunteer Information Form

*Social Security Number is only required for those applying for program-related internships or volunteer roles and will be used to run background screening.*

#### Social Media Policy

#### Confidentiality Agreement

### For Program Internships Only:

☐

### 2. Consent for Background Check

#### Copy of Driver's License

#### Copy of Car Insurance Coverage

#### Recent Photograph of Yourself



## BBSVC Disclosure & Agreement

Big Brothers Big Sisters of Ventura County, Inc (BBSVC) complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.

Big Brothers Big Sisters of Ventura County, Inc (BBSVC) considers applicants for all positions without regard to age, race, religious creed, color, national origin, ancestry, physical [dis]ability, mental [dis]ability, medical condition, marital status, sexual orientation, identity, sex/gender of any person, or any other legally protected status pursuant to California's Fair Employment Practices and Housing Act, California Labor Code, and other relevant Federal, State, and Local laws.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment or volunteer relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand that any omission or falsification of this document and/or attached resume in any detail is grounds for disqualification from further consideration or for dismissal from employment. I hereby grant permission to check all references of previous employers for full information. I hereby authorize BBSVC or any assigned agents to verify employment and education including, but not limited to, academic records, attendance, job history, and job performance.

I hereby permit the use of a photocopy or facsimile of this authorization to be accepted by all entities who are contacted in writing for said purpose as the equivalent signature(s).

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**Signature of Volunteer Applicant**

**Date**

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**Printed Name of Volunteer Applicant**



## INTERN & VOLUNTEER INFORMATION

|                    |                       |                     |                    |
|--------------------|-----------------------|---------------------|--------------------|
| First Name:        | Middle Name:          | Last Name:          | Date of Birth:     |
| Home Address:      |                       | City:               | State: Zip:        |
| Email:             |                       | Cell Phone #:       | Social Security #: |
| (Optional) Gender: | (Optional) Ethnicity: | Preferred Nickname: |                    |
| Languages Fluent:  |                       |                     |                    |

|                                                                                                            |                  |                                |                         |
|------------------------------------------------------------------------------------------------------------|------------------|--------------------------------|-------------------------|
| Position applying for:                                                                                     |                  | Salary: <b>Unpaid by BBSVC</b> |                         |
| University/College/Campus:                                                                                 |                  | Current Student Year:          | Est'd. Graduation Date: |
| Campus Program:                                                                                            |                  | Class/Course:                  |                         |
| Program Supervisor:                                                                                        |                  | Supervisor Email:              | Supervisor Phone #:     |
| Plans after graduation?                                                                                    |                  |                                |                         |
|                                                                                                            |                  |                                |                         |
| Other College/School:                                                                                      | Years Completed: | Degree/Diploma/Certification:  |                         |
| Other College/School:                                                                                      | Years Completed: | Degree/Diploma/Certification:  |                         |
| High School:                                                                                               | Years Completed: | Degree/Diploma/Certification:  |                         |
| Professional License:                                                                                      | Type:            | Issuing State & Expiry:        |                         |
| Registered Internship:                                                                                     | Type:            | Issuing State & Expiry:        |                         |
| Have any above licenses or certifications ever been revoked or suspended? Yes _____ No _____               |                  |                                |                         |
| If yes, state reason(s), date of revocation or suspension, and date of reinstatement.                      |                  |                                |                         |
| What other experience, training, or qualifications would you like to share that are relevant to this role? |                  |                                |                         |



## EMPLOYMENT EXPERIENCE

*List most recent first. Use additional paper if necessary.*

|                                     |          |                    |
|-------------------------------------|----------|--------------------|
| <b>1. Name of Employer/Business</b> |          | <b>Supervisor:</b> |
| Address:                            | Phone #: | Dates Volunteered: |
| Description of Work:                |          |                    |
| <b>2. Name of Employer/Business</b> |          | <b>Supervisor:</b> |
| Address:                            | Phone #: | Dates Volunteered: |
| Description of Work:                |          |                    |
| <b>3. Name of Employer/Business</b> |          | <b>Supervisor:</b> |
| Address:                            | Phone #: | Dates Volunteered: |
| Description of Work:                |          |                    |

List professional trade, business, or civic activities and offices held (*you may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, [dis]ability, or other protected status*):

Have you ever worked for any BBBS agency? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

Have you ever volunteered for any BBBS agency? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If you are applying for a position that requires reliable transportation, a valid CA driver's license, and proof of insurance, could you present these? Yes \_\_\_\_\_ No \_\_\_\_\_

6) Have you ever been convicted of a felony or misdemeanor criminal offense (Convictions for marijuana-related offenses that are more than two years old need not be listed)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state the nature of the crime (s), when and where convicted and disposition of the case.

**NOTE:** No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.





|                                                                                                                                           |  |           |  |               |  |                            |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------|--|-----------|--|---------------|--|----------------------------|--|--|--|
| Rate your familiarity with the following programs and needs on a scale of 1 – 5<br>(1 being “no familiarity at all” and 5 being “expert”) |  |           |  |               |  |                            |  |  |  |
| Word                                                                                                                                      |  | Outlook   |  | Sharepoint    |  | Public Speaking/Presenting |  |  |  |
| Excel                                                                                                                                     |  | InDesign  |  | Facebook      |  | Fundraising                |  |  |  |
| PowerPoint                                                                                                                                |  | Photoshop |  | Instagram     |  | Event Organization         |  |  |  |
| Prezi                                                                                                                                     |  | Wordpress |  | Grant Writing |  | Marketing                  |  |  |  |
| What other skills and abilities make you especially suited for the volunteer role you are applying for at BBSVC?                          |  |           |  |               |  |                            |  |  |  |

|                         |  |        |               |        |      |
|-------------------------|--|--------|---------------|--------|------|
| Emergency Contact Name: |  |        | Relationship: |        |      |
| Address:                |  | City:  |               | State: | Zip: |
| Phone #:                |  | Fax #: |               | Email: |      |

## REFERENCES & VOLUNTEER EXPERIENCE

Please list full names and best contact method. Use additional paper if necessary.

|                    |        |                             |      |
|--------------------|--------|-----------------------------|------|
| <b>Reference 1</b> |        | <b>Relationship to you:</b> |      |
| Address:           | City:  | State:                      | Zip: |
| Daytime Phone #:   | Fax #: | Email:                      |      |
| <b>Reference 2</b> |        | <b>Relationship to you:</b> |      |
| Address:           | City:  | State:                      | Zip: |
| Daytime Phone #:   | Fax #: | Email:                      |      |

|                                       |          |                    |
|---------------------------------------|----------|--------------------|
| <b>1. YOUTH VOLUNTEER Reference 1</b> |          | <b>Supervisor:</b> |
| Address:                              | Phone #: | Dates Volunteered: |
| Description of Work:                  |          |                    |
| <b>2. YOUTH VOLUNTEER Reference 2</b> |          |                    |
| Address:                              | Phone #: | Dates Volunteered: |
| Description of Work:                  |          |                    |



**I understand that by checking the box below:**

☐

- 1) The references I listed may be contacted by mail, telephone, or email;
- 2) I am in no way obligated to perform any volunteer services solely by submitting this application;
- 3) BBSVC is not obligated to provide me any volunteer opportunities;
- 4) Other BBBS agencies or youth organizations where I have worked or volunteered may be contacted as references; and,
- 5) As part of the placement process, I may be asked to provide additional personal information prior to any recommendations for assignment.

**I understand that by checking the box below:**

☐

The information I provide will be used to conduct a background check, to include driving record check, criminal background check, and other records where required by local, state, or federal law for volunteers working with youth.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

## Consent for Background Check

I give my permission to Big Brothers Big Sisters of Ventura County to run a criminal background check on me to verify the information I have given to Big Brothers Big Sisters and to collect all the information necessary from business and personal references in order to process my application to ascertain my eligibility as a Big Brother or Big Sister.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**



## Social Media Policy

We realize that many of our volunteers are active on social media channels. As a volunteer for *Big Brothers Big Sisters*, and ultimately a representative of our organization, we expect you to adhere to the following guidelines when engaging on any social media platform.

**1. Safety of youth is our number one priority.**

It is very important to keep child safety and confidentiality issues in mind when communicating on social media. Do not provide identifying information about any youth. Also, never share the location of youth on social media channels.

- For example do not say, "The Littles and I are having a great time at the zoo right now." Specifying the location could jeopardize their safety. A better option would be to delay the message until after the activity. "I had a great time with BBSVC at the zoo today."
- Under no circumstance is social networking allowed with program youth under the age of 13.
- Under no circumstance is social networking allowed between High School Bigs and their Littles in school-based mentoring.

**2. A signed parental release form is required for photos.**

In order to post pictures or information about Littles online, a signed parent/guardian consent form must be on file at the BBSVC office. The parent/guardian of a program youth has the right to not sign this release form. Please check with every youth's Match Support Specialist prior to posting anything about them, including images.

**3. You are responsible for your actions and communications. Please exercise sound judgment when using social media.**

Anything you post that could potentially tarnish the organization's image or have a negative impact on the organization is your responsibility. When in doubt about whether or not something is appropriate to post/share, consult with your supervisor prior to posting/sharing.

**4. Online privacy does not exist.**

Do not assume that things you publish on a private personal profile cannot be accessed. Do not post content that you would not want to see in the newspaper. Please be aware that, as a volunteer, your interactions with others reflect on our organization.

**5. We recommend that you DO NOT "friend" program youth through social media.**

**6. We strongly urge you to keep your profile set to private and closely monitor friend requests and followers on social media.**

**7. Big Brothers Big Sisters has the right to monitor the social media activities of our Bigs and other volunteers.**

If you are seen using social media inappropriately, your relationship with our organization could be terminated.



Please list how you are referenced on social media:

Facebook: \_\_\_\_\_  
Twitter: \_\_\_\_\_  
LinkedIn: \_\_\_\_\_  
Instagram: \_\_\_\_\_  
Snapchat: \_\_\_\_\_  
Tumblr: \_\_\_\_\_  
Youtube: \_\_\_\_\_  
Reddit: \_\_\_\_\_  
Pinterest: \_\_\_\_\_  
Other: \_\_\_\_\_  
Other: \_\_\_\_\_  
Other: \_\_\_\_\_

I have read and understand the social media guidelines set by Big Brothers Big Sisters of Ventura County. By signing this document, I am pledging to abide by these guidelines when using social media.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**



## Confidentiality Agreement

I, \_\_\_\_\_, agree to not divulge any information I witness  
*Print Name of Volunteer*  
or hear regarding clients (i.e. youth and parents/guardians), volunteers (i.e. mentors, interns), staff, and other agency participants.

The right to confidentiality applies not only to written and verbal records, but video, film, pictures, or use of client or volunteer names in agency or external publications.

I have read and understand the agency's policy on confidentiality and agree to its participation under the guidelines it sets forth.

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**Signature of Volunteer Applicant**

**Date**

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**Printed Name of Volunteer Applicant**