

EEF Intergenerational Program 2024-25 Volunteer Application Form

Thank you for your interest in sharing your time and talent with Elmbrook students. Please complete the following form. Your information will not be shared with anyone outside of this program without your permission.

Personal Details (Please Print Clearly)							
Name	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Mr./Mrs./Ms. First</td> <td style="width: 40%; border: none;">M.I. Last</td> </tr> </table>	Mr./Mrs./Ms. First	M.I. Last				
Mr./Mrs./Ms. First	M.I. Last						
Address	<table style="width: 100%; border: none;"> <tr> <td colspan="3" style="border: none;">Street</td> </tr> <tr> <td style="width: 50%; border: none;">City:</td> <td style="width: 20%; border: none;">State:</td> <td style="width: 30%; border: none;">ZIP:</td> </tr> </table>	Street			City:	State:	ZIP:
Street							
City:	State:	ZIP:					
Phone:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Cell:</td> <td style="width: 50%; border: none;">Home:</td> </tr> </table>	Cell:	Home:				
Cell:	Home:						
Email address							
Are you employed outside your home?	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Yes, Full-time</td> <td style="width: 50%; border: none;"><input type="checkbox"/> No</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Yes, Part-time</td> <td style="border: none;"><input type="checkbox"/> Retired</td> </tr> </table>	<input type="checkbox"/> Yes, Full-time	<input type="checkbox"/> No	<input type="checkbox"/> Yes, Part-time	<input type="checkbox"/> Retired		
<input type="checkbox"/> Yes, Full-time	<input type="checkbox"/> No						
<input type="checkbox"/> Yes, Part-time	<input type="checkbox"/> Retired						
Current or most recent employer	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"></td> <td style="width: 50%; border: none;">Job Title:</td> </tr> </table>		Job Title:				
	Job Title:						
District Connection	<p>Please check all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I am a community member who lives in/near the Elmbrook School District <input type="checkbox"/> I am a parent/guardian of a child(ren) who attend(s) Elmbrook Schools <input type="checkbox"/> I am a parent/guardian of a graduate(s) of Elmbrook Schools <input type="checkbox"/> I am a grandparent of a child(ren) in or graduates of Elmbrook Schools <input type="checkbox"/> I am an alumnus of Elmbrook Schools <input type="checkbox"/> I am a former employee and/or retiree of Elmbrook Schools <input type="checkbox"/> I am a current employee of Elmbrook Schools 						
Emergency Contact	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Name:</td> <td style="width: 50%; border: none;">Phone:</td> </tr> <tr> <td style="border: none;">Relationship:</td> <td style="border: none;"></td> </tr> </table>	Name:	Phone:	Relationship:			
Name:	Phone:						
Relationship:							
Highest level of education attained?							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Some High School</td> <td style="width: 50%; border: none;"><input type="checkbox"/> College Degree in _____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> High School Graduate</td> <td style="border: none;"><input type="checkbox"/> Post Graduate studies in _____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Some College</td> <td style="border: none;"><input type="checkbox"/> Other _____</td> </tr> </table>		<input type="checkbox"/> Some High School	<input type="checkbox"/> College Degree in _____	<input type="checkbox"/> High School Graduate	<input type="checkbox"/> Post Graduate studies in _____	<input type="checkbox"/> Some College	<input type="checkbox"/> Other _____
<input type="checkbox"/> Some High School	<input type="checkbox"/> College Degree in _____						
<input type="checkbox"/> High School Graduate	<input type="checkbox"/> Post Graduate studies in _____						
<input type="checkbox"/> Some College	<input type="checkbox"/> Other _____						
Special training, skills, hobbies, educational experience, languages spoken, etc.?							
Groups, clubs, organizational memberships?							

Availability

We are seeking volunteers to work with 2nd and 3rd graders on literacy skills (primarily reading fluency) at Swanson Elementary and Dixon Elementary in Brookfield. Volunteers will typically work with groups of 1-3 students at a time. All materials will be provided, and a brief Training/Orientation will be held at each school for selected applicants.

In the table below, please let us know which day(s) you would be available every week (except holidays, spring break, etc.) from Oct. – Early May. **Check ALL that apply.** (Once we review availability of all volunteers, we will do our best to schedule everyone for one of their most preferred days, times, and location.)

If you are able to do M&W or T&Th, it would provide excellent consistency for the students, so please let us know if you are willing and able to do that in the table below.

Dixon Elem.	Mon & Wed	Tues & Thur	Mon	Tues	Wed	Thurs
<u>BOTH 2nd & 3rd Grades</u> 12:20pm – Prep Time 12:30-1:00p – 3 rd gr. 1:00-1:30p – Break 1:30-2:00pm – 2 nd gr. 2:00-2:10pm Wrap up						
Swanson Elem.	Mon & Wed	Tues & Thur	Mon	Tues	Wed	Thurs
<u>BOTH 2nd & 3rd Grades</u> 10:00am – Prep Time 10:10-10:40a – 2 nd gr. 10:40-11:35a – Break 11:35-12:05p – 3 rd gr. 12:05-12:15p Wrap Up						
<u>2nd grade time only</u> 10:00am – Prep Time 10:10-10:40a – 2 nd gr. 10:40-10:50a -Wrap up						
<u>3rd grade time only</u> 11:25-11:35a Prep Time 11:35-12:05p – 3 rd gr. 12:05-12:15p Wrap Up						

I am not available every week but would like to be considered for a substitute volunteer role, to help cover vacations, illness, etc. of regularly scheduled volunteers.

Are there dates when you expect to be unavailable to volunteer (i.e., snowbirding, vacation, appointments, etc.)?

I have knowledge of and/or experience with the following topics (check all that apply) and would enjoy sharing it with classroom students for their My View Inquiry Projects. (Minimum expected would be a 20 min. presentation or activity, but additional volunteer opportunities may be added through coordination with classroom teachers.):

<p style="text-align: center;">October 2024</p> <p>Building and living in a community (examples include):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Neighborhood workers <input type="checkbox"/> Moving to a new country/culture <input type="checkbox"/> Community Buildings <input type="checkbox"/> Community Helpers 	<p style="text-align: center;">December 2024</p> <p>How living things grow and change (examples include):</p> <ul style="list-style-type: none"> <input type="checkbox"/> National Parks <input type="checkbox"/> Wilderness <input type="checkbox"/> Zoos <input type="checkbox"/> Animals <input type="checkbox"/> Gardening <input type="checkbox"/> Bees 	<p style="text-align: center;">February 2025</p> <p>Telling Stories and using your imagination (examples include):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Food from around the world <input type="checkbox"/> Folktales <input type="checkbox"/> Traditions <input type="checkbox"/> Art creations (cake, design, music) <input type="checkbox"/> Poetry <input type="checkbox"/> Architecture <input type="checkbox"/> Inventions
<p style="text-align: center;">April 2025</p> <p>History and learning from the past (examples include):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pioneers <input type="checkbox"/> Fossils <input type="checkbox"/> Civil Rights (MLK; Jackie Robinson; Sandra Day O'Connor) <input type="checkbox"/> Technology & how it changes our world (cars/railroad, printers, Virtual Reality) <input type="checkbox"/> Our flag <input type="checkbox"/> Cave drawings <input type="checkbox"/> Everyday heroes <input type="checkbox"/> Time capsule 	<p style="text-align: center;">May or June 2025</p> <p>Our changing Earth (examples include):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Seasons <input type="checkbox"/> Earth's Changing Landscape <input type="checkbox"/> The Great Lakes <input type="checkbox"/> Farming <input type="checkbox"/> Animal Migrations <input type="checkbox"/> Camping 	<p>I have other background or experience to share (please describe):</p>
<p>Do you have any particular needs that we should be aware of when volunteering with us? (i.e., mobility, hearing, allergies, etc.)</p>		

Please provide two (2) non-family references we may contact:

1	Name:	Relationship:
	Daytime phone:	Email:
2	Name:	Relationship:
	Daytime phone:	Email:

Photo and Video Consent

I hereby give EEF permission to publish and/or distribute photographic images and video taken of me throughout my volunteering.

I do not give EEF permission to use any photographic images of me taken throughout my volunteering.

Volunteer Agreement

I understand that the information provided above is truthful and accurate to the best of my knowledge and that knowingly providing false information or omitting information could result in denial or termination of volunteer activities and other penalties as provided under the law. I also understand that I am not an employee of EEF or the Elmbrook School District and agree to serve without compensation.

Volunteer Confidentiality and Student Safety Commitment (Human Resources Practice Statement 4530)

Thank you for your willingness to serve as a school volunteer. Confidentiality and student safety are paramount within Elmbrook School District for staff and volunteers. As a volunteer in Elmbrook Schools, you are requested to be aware of and agree to the required expectations and responsibilities on confidentiality and safety, which are consistent with those for all district employees.

All Volunteers are expected to comply with the following:

Confidentiality

- Maintain strict confidence about students and staff. This includes health issues, academic performance and behavior, school problems, and student records in any form. The access to records by a volunteer shall be limited to legitimate educational interests particular to the duty performed and under the supervision of a District employee acting as the volunteer's supervisor.
- Refrain from discussing school practices, individual students and personnel, or personal opinions regarding all children, adults, and situations observed while volunteering unless there is a legitimate educational interest to protect the safety interests of individuals in the school. If you have a specific concern, discuss it with the principal.

Safety

- Sign in and wear a designated volunteer badge when working in the Elmbrook Schools.
- Be alert to individuals who you do not recognize within the building and who are not wearing a name badge. Please insure that they return to the office to register appropriately.

Criminal background checks are required for volunteers who have contact with students.

Conviction for a crime (felony or misdemeanor) will not automatically disqualify a person from volunteering in a school. Each situation will be considered individually. Completed Volunteer Application forms are maintained in a confidential manner at the District office.

The Human Resources Department will inform the principal of any individual whose criminal background check contains potentially disqualifying information. The principal, in consultation with the Human Resources Department, will determine whether the offense relates directly to the capability or suitability of the volunteer to work in the school.

If you wish to appeal the denial of your volunteer application status, please submit your review request in writing to Human Resources at: humanresources@elmbrookschoools.org.

YES, I have read the above guidelines and agree to follow the confidentiality and safety expectations and responsibility as a volunteer within the Elmbrook School District.

Applicant Signature: _____ Date: _____

You will be contacted for a brief interview if/when a matching volunteer opportunity becomes available. Thank you for taking the time to complete this application.

Please return this form to:

Deborah Nustad – EEF Intergenerational Committee
3555 N. Calhoun Road
Brookfield, WI 53005
Deborah.nustad@gmail.com

FOR STAFF USE ONLY

Reviewed by: _____ Date: _____