



New Era  
Christian School

# Volunteer and Driver Profile

A volunteer profile is to be completed by all family members (parents, grandparents, older siblings, etc.) who are participating in field trips or are regularly involved in volunteer capacities at New Era Christian School. It is being used to help the school provide a safe and secure environment for the children who participate in our school activities and to protect the volunteers with whom our students have contact. These items can be brought into the office or emailed to [office@newerachristian.org](mailto:office@newerachristian.org).

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work/Cell Phone (\_\_\_\_) \_\_\_\_\_

Driver's License or State ID # \_\_\_\_\_ Race: \_\_\_\_\_ Gender: M / F

Other Names (Aliases, Maiden): \_\_\_\_\_

Have you been arrested or convicted of child or domestic abuse; including physical or sexual abuse, neglect, molestation or exploitation of a minor? Y / N

Have you ever been arrested or convicted of any other crime? Y / N

If yes, please explain: \_\_\_\_\_

**Are you interested in driving for any school activities (field trips sporting events, etc.)? Y / N**

If yes, please complete the following and **submit a copy of your driver license and proof of insurance**. Volunteer drivers must be at least 21 years of age, hold a valid driver's license and have insurance coverage on any vehicle used.

Owner of vehicle: \_\_\_\_\_ Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate #: \_\_\_\_\_ Front Air Bag? Y / N Total Number of Seatbelts: \_\_\_\_\_

Do you have more than six active points on your driving record? Y / N

## **VOLUNTEER'S STATEMENT:**

The information I have provided is correct to the best of my knowledge. I authorize New Era Christian School to perform annual criminal background checks. I understand it is my right to request a copy of any background check report provided by any state agency and that I may challenge the completeness of any information provided therein. I understand New Era Christian School's abuse policy and realize that any allegation of abuse could result in suspension of my service duties within the school. I additionally understand that the school will report all allegations of physical and sexual abuse to the appropriate authorities (Children's Protective Services and local law enforcement department). My signature acknowledges my understanding and agreement with this policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This document outlines the expectations we have for all volunteers who work with NECS students. Please read this policy carefully. Before you volunteer, you must accept the terms and conditions of the NEC Volunteer Policy.

**Confidentiality:**

Confidentiality is of the utmost importance. What you see and hear at the school is private. Students you observe in the classroom or the school cannot be discussed with parents, faculty, or staff. Refer any questions or concerns regarding students at NECS to the child's teacher or the principal.

**If you are volunteering in the classroom:**

Your time must be prearranged with the classroom teacher.

Please do not bring any siblings/children with you when you are volunteering during school hours.

You are never to be alone in the classroom, or with a child, and must always be under the supervision of the assigned teacher.

**If you are attending a field trip as a driver and/or chaperone:**

We expect your full attention for the children you are supervising on the field trip.

We require that you have a valid driver's license, proof of insurance and a safe vehicle for children to ride in with the appropriate car seats and seat belts.

Volunteers may not bring other children with them. Exceptions: At times, teachers invite other family members for special functions.

**Language and Behavior:**

Profanity, inappropriate language or discussions, harsh language, sarcasm, and putdowns are not allowed on campus or on field trips.

**Social Media:**

Volunteers are not allowed to post negative criticisms or statements about students, teachers, parents, administrators, or school policies and practices. Violation of this policy jeopardizes a parent's invitation to volunteer, as well as the family's enrollment at NEC.

**Classroom Disruptions:**

Please conduct all private conversations outside of the classroom.

Refrain from addressing personal concerns regarding a teacher's techniques, attitude, style, and classroom management during volunteer times. Concerns such as these must be discussed by appointment with the teacher.

**Cell Phones:**

Cell phones are to be turned off or silenced in the classrooms.

**Discipline:**

Discipline is solely the responsibility of the teacher. On field trips when you are the adult supervising a group of children and the teacher is unavailable, volunteers may appropriately address safety or behavior issues. It is the responsibility of the volunteer to inform the teacher about these issues. Any consequences for behavior are the responsibility of the teacher, not the volunteer.

**Students Must Treat Volunteers With Respect:**

If on any occasion you are treated disrespectfully, tell the teacher or the principal as soon as possible.