



## Volunteer Application

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Name of Emergency Contact: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Phone number: \_\_\_\_\_

1) Why are you interested in volunteering at NDEC?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) What skills and experience can you contribute to our community?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) What skills would you like to develop while volunteering at NDEC?

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4) How did you hear about NDEC?

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5a) Circle your areas of interest for volunteering:

Classroom assistant

One-to-one tutoring

Small group tutoring

Computer lab support

Event support

Other area of interest: \_\_\_\_\_

5b) Circle the subjects you're able to assist with:

ESOL/ESL/English for non-native English speakers

Reading/writing

Math (nothing above high school level)

Science

Social studies

Preparing for High School Equivalency exam (GED/HiSET)

Technology

Other subjects: \_\_\_\_\_

5c) Circle the workforce readiness areas you're able to assist with:

Career panel

Mock interviewing

Professional skills development

Networking skills

Community outreach

Other: \_\_\_\_\_

6) List computer programs/applications that you're familiar with:

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7) What challenges do you anticipate while volunteering at NDEC?

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8) We generally ask for a 2-hour/week minimum commitment. We have morning, afternoon, and evening classes. Indicate the days and times you're consistently available:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Evening					N/A

9) Are you available to commit to volunteering for the duration of the school year, ending in June? Are there any dates/times you know you will be unavailable?

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10) Is there anything else you want us to know about you?

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11) List two community and/or work references for us to contact.

Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Phone number: \_\_\_\_\_

**To be completed by staff:**

*Days/week, total hrs:*

*Lang:*

*CORI & ID:*

## Media Release

Notre Dame Education Center highlights the activities of the program and our students and volunteers in a variety of ways, including but not limited to the school's website; newsletter; the school's official social media outlets; brochures and other print publications; Student Speaks, admissions outreach materials and fundraising efforts; and occasionally with local or national news media. In promoting the school, we sometimes use volunteers' names, images, and stories. These might include photographs; video/audio recordings; quotations; and writing. These images are used solely for public relations and education about the center's mission and purpose. In addition, photographs, video, and/or audio tapes may also be stored for historical reference purposes in a Center archive.

This Media Release form requests your consent to use your name, image, story and/or work in school publications, multimedia outlets and for the archival purposes outlined above. Volunteers who do not consent will be placed on a "Do Not Consent" list.

This agreement applies specifically to individual photographs, videos and stories. Group, class and event photos without a specific volunteer clearly identified may be used as detailed above without specific consent. If you wish to deny consent to group photos as well, please mark the appropriate section on the media release. If you mark this section, please understand we will make every effort to remove any group photos containing your likeness, but given the nature of group photos and videos, we may not be able to guarantee 100% removal of group photos.

**For photographs, audio, video, stories and school work to be used in the ways detailed on the Media Release policy, I:**

**GIVE MY CONSENT**

**DO NOT GIVE MY CONSENT**

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

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

***If under 18:***

Parent Signature: \_\_\_\_\_

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

## Volunteer Commitment

As a volunteer at Notre Dame Education Center, I commit to supporting students and the community to the best of my abilities.

To that end, I will:

- Commit to volunteering consistently throughout the previously agreed upon amount of time
- Let the teacher or student I am working with, along with Michelle Najarian, Volunteer Coordinator, know if I am unable to attend a scheduled session
- Seek out the assistance of Michelle, teachers, and other staff members if I need additional support and resources or if challenges arise
- Let Michelle know if my schedule changes and I need to amend my volunteer hours
- If tutoring, I will follow my student's teacher's recommendations for the material we focus on
- Value my contributions to the NDEC community

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

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

*We appreciate your interest in volunteering with Notre Dame Education Center.*