



35 Republic Avenue, Topsham, Maine 04086
Phone: 207.729.7323
www.merrymeeting.org

VOLUNTEER APPLICATION

Date: _____

Name: _____

Home Phone: _____

Address: _____

Cell/Work Phone: _____

Town: _____

Email: _____

State: _____ Zip: _____

Date of Birth: _____

Education: _____

Present Employment: _____

What subject areas are you most interested in tutoring? _____

What days are you available? _____

What hours are most convenient for you? _____

Describe why you are interested in being a volunteer with Merrymeeting Community and Adult Education:

Do you have any past experience in teaching or tutoring? _____

References:

1. _____
Name Address Phone

2. _____
Name Address Phone

3. _____
Name Address Phone

Indicate current certification (if any): _____

Signature _____

THANK YOU!

CONFIDENTIALITY:

Just as school staff members are required to keep information about students and staff confidential, as volunteer staff, you also have the responsibility to keep information private. You are in a unique position of trust at school, and the things you observe in the classroom or school should not be discussed with other parents or community members. If you have any questions or concerns, you should talk with the student’s teacher, academic coordinator, or the director. **Protecting the privacy of students and families is the law (Family Educational Rights and Privacy Act (FERPA)).**

WHAT DO YOU NEED TO KNOW AS A VOLUNTEER?

- As volunteers, you will want to be friendly and kind; however, teachers and the academic coordinator can help you set healthy, appropriate “bubble” boundaries with students.
- You will need to focus your full attention on the work at hand.
- Cell phones need to be silent while you are in classes.
- As role models for students, behavior, dress, and language need to be appropriate at all times.

WHAT BEHAVIORS SHOULD VOLUNTEERS EXPECT FROM STUDENTS?

- At Merrymeeting Adult Education, respect and kindness are important values, and all students, regardless of age, should be able to show you what respect and kindness look like. If you find a student disrespectful or unsafe, please report that behavior to your supervising teacher, the academic coordinator, and/or the director. He/she will immediately assist you.

WHAT ABOUT DISCIPLINING STUDENTS?

- Beyond asking for cooperation, discipline is solely the responsibility of the teacher or school staff. Because a teacher or staff member will supervise your work, you should not find yourself needing to discipline students. If you need help with a student, please let the teacher, academic coordinator, or school administrative assistant know right away.

M.S.A.D. No. 75 VOLUNTEERS CONFIDENTIALITY AGREEMENT

As a volunteer for M.S.A.D. No. 75, I understand that student and staff information is confidential. Therefore, I agree not to access, review, disclose, or use any such confidential information without approval from a school administrator. I also understand that this applies even when I am no longer volunteering in any of the schools within MSAD 75. Should I breach these confidentiality requirements, as outlined by the Family Educational Protection Rights Act (FERPA), I understand that this could lead to immediate termination as a volunteer and result in legal action against me. I agree to abide by the guidelines set forth by the Board regarding volunteers, adhere to the same school rules applicable to all staff, and follow directions outlined by school administrators and staff during my time as a volunteer. I allow Merrymeeting Community Adult Education to perform a background check on me before being allowed to begin volunteer work with them. I understand that my time as a volunteer may be terminated at the discretion of the Superintendent and school director at any time they determine it is in the best interests of students and M.S.A.D. No. 75.

(PRINTED NAME)

(SIGNATURE)

(DATE)