



Welcome to the 2019-2020 Rising Stars Preschool Volunteer Program!

We are very excited to be offering the opportunity for more family involvement in our classroom. As a "thank you" we are pleased to be providing a discount of 10% off monthly tuition for 10 hours volunteered or 20% off monthly tuition for 15 hours volunteered.

How to Join the Program:

All volunteers are required to pass a background check before starting volunteer work in the classroom. Background checks will be required annually. Background checks can be done two ways.

- 1) Rising Stars can initiate the background check through OSP and there is a \$10.00 processing fee for each application, paid by the applicant.
- 2) OR you may visit <https://bib.com/Secure-Volunteer/bend-la-pine/> to complete a background check through Bend-La Pine Schools and provide Rising Stars with a copy of the approval.

Signing In:

There will be a volunteer sign in sheet located inside the Volunteer Binder in the classroom. It is very important that you document the time you spend volunteering in the classroom and have one of our teachers initial in the space provided. If you want your volunteer time to count towards your discount you must not forget this!

Classroom Conduct:

All volunteers are expected to dress and speak in a classroom appropriate manner at all times. Volunteers are not allowed to be alone with students at any time. Siblings of students are welcome to accompany our volunteers as long as they are not disruptive to the classroom. Siblings who are continually disruptive will be asked not to return to the classroom.

Special Projects:

We have a timesheet in the Volunteer Binder for you to mark down any time spent on Special Projects. These may include time spent on special events, fundraisers,

assisting teachers with classroom prep, time spent as a board member, and for any other activities not related to in-class volunteering. Please make sure you enter your name, project description, date completed, and time spent so you can receive credit. Don't forget to have one of our teachers initial your timesheet!

Information:

Name: _____

Phone: _____

Student's Name: _____ Student's

Class: _____

Please sign and return along with completed background check by first day of volunteering.

Parent/Volunteer. _____ Date. _____

Director. _____ Date. _____

Confidentiality Agreement:

Occasionally, as a volunteer with Rising Stars Preschool, you may hear or witness matters of sensitive or personal nature. By signing this, you agree not to discuss these issues with anyone other than Rising Stars staff or board members. Please respect the privacy of our students and their families.

Parent/Volunteer. _____ Date. _____

Photo Release:

I give my permission to be photographed, videotaped, or audio taped at Rising Stars Preschool or events sanctioned by Rising Stars Preschool for the purposes of publicity, fundraising, and/or other public relations purposes.

Parent/Volunteer. _____ Date. _____