

Dubuque Lutheran School Volunteer Information & Application

HELP IN THE LIFE OF A CHILD

Sharing Time & Talents

Volunteers are always welcome at Dubuque Lutheran School.

- Tutor individual student
- Listen to children read
- Assemble materials for students and families
 - Create signs, banners, posters, etc.
 - Bake items for bake sales
- Share a special skill such as woodworking
 - Assist in the hot lunch program
 - Join Friends (our version of a PTA)
 - Clean classrooms in the summer
- Assist students with computers and computer software
- Drive students on field trips & chaperone the field trip

God has blessed us with many talents.

Have you shared yours today?

*Thrivent Financial also provides an incentive
to its members who volunteer.*



The mission of Dubuque Lutheran School is to enrich the whole child—soul, mind and body—in a Christ-centered learning environment.

The Dubuque Lutheran School Association is committed to providing a safe and secure environment for all students and volunteers who participate in the school activities. We pray that the school will be a place to experience God's love through relationships with His people.

Volunteer Guidelines

- Volunteers are expected to be free of any convictions of child abuse (sexual, physical, and/or emotional).
- Volunteers are expected to sign in each time they provide service at school.
- Volunteers are expected to observe the practice of “two adults per child” at all times so that no one is alone with a child or the children. (The “two adults per child” includes the teacher supervising a volunteer.)
- Volunteers are expected to report immediately to the supervising teacher, the administrator, and/or the Department of Human Services (557-82510) any observed inappropriate or abusive behavior. All school staff are mandatory reporters and must attend a recertification course every five years.(Volunteers are mandatory reporters of suspected child abuse or neglect.)
- Volunteer are expected to discuss only with the supervising teacher or the administrator any situations that occur which are observed. Other volunteers or parents are NOT to be informed of these situations. Strict confidentiality is important in order to establish an atmosphere of trust.
- Volunteers, who are not feeling well, are expected to excuse themselves from working the children until they are feeling better.
- Volunteers are expected to call the school office when they are unable to make their volunteer times.
- Volunteers are expected to clarify their next scheduled visit time before leaving the school.
- Volunteers are subject to background checks. [It is the policy of the Dubuque Lutheran School Association that all volunteers are required to have background checks. (DLSA Policy 2.31)]
- Volunteer names are annually shared with the Dubuque Lutheran School Association for approval and acceptance.

Each April, we celebrate our volunteers with a special luncheon. We also take pictures of our volunteers and post them on our bulletin board so our school community can acknowledge our volunteers.



THE OUTSTANDING VOLUNTEER

- ... Is regular and continuous in attendance.
- ... Knows and conforms to school regulations.
- ... Accepts assignments made by staff members.
- ... Discusses problems that arise with the teacher or with the principal
- ... Knows that nearly every task performed in a school is important in the education of children.
- ... Knows the volunteer's relationship to staff members is one, which requires mutual respect and confidence.
- ... Knows the importance of the volunteer's role as an example to the children in behavior, speech, & dress.
- ... Realizes that school records and the relationships between staff members and children are confidential matters.
- ... Understands and appreciates the work of the school staff and informs the community.
- ... Remembers that often reaching a child is as important as teaching!

(Karen Smith, Director, Peace Lutheran School)

TIPS FOR WORKING WITH INDIVIDUALS OR VERY SMALL GROUPS

The following are suggestions that should help make each session with children positive and rewarding:

- Begin by telling something about yourself and family ---
 - Call children by name at each opportunity --
 - Share experiences that might be of interest ---
- Listen attentively, encourage them, PRAISE THEM for even the smallest success ---
 - Plan realistic goals with the children that are not too high ---
 - Keep your explanations and expectations few, short, and clear ---
 - Leave the technical job of teaching to the teacher ---
- Remember that reaching a child is often as important as teaching ---

(Karen Smith, Director, Peace Lutheran School)

V is for the victories you've taught us how to win.
O is for the opportunity of giving us a helping friend.
L is for the labor and love you render so unselfishly
U is for the understanding you know and feel we need.
N is for the times that you have never let us down
T is for the truthfulness you bring into our lives.
E is for the exceptional way you do the things you do.
E is for excellence in your going beyond our expectations.
R is for remembering just how lucky we are to have you.



-- Tina Hamilton, Hamilton County Juvenile Court, Ohio

BE INFORMED

PHYSICAL AND BEHAVIORAL INDICATORS OF CHILD ABUSE

The following list of physical indicators of child abuse needs to be evaluated in the context of the child's environment. The presence of these symptoms alone is not necessarily diagnostic of abuse. These lists are examples and are not all-inclusive.

Physical Indicators

- *Bruises and welts on the face, lips, mouth, torso, back, buttocks, or thighs in various stages of healing.*
- *Bruises and welts in unusual patterns reflecting the shape of the article used (i.e., electric cord, belt buckle, or in clusters indicating repeated contact).*
- *Bruises on an infant, especially facial bruises.*
- *Cigarette burns, especially on the soles, palms, backs, or buttocks.*
- *Immersion burns (sock-like, glove-like, doughnut-shaped on buttocks or genitalia).*
- *Burns – patterned like an electric element, iron, or utensil.*
- *Rope burns on arms, legs, neck, or torso.*
- *Bite marks.*
- *Loss of hair.*
- *Fractures of the skull, nose, ribs, or facial structure in various stages of healing; multiple or spiral fractures.*
- *Difficulty in walking or sitting.*
- *Subdural hematomas, retinal hemorrhages, internal injuries.*
- *Pain or itching in the genital area.*
- *Venereal disease, especially in pre-teens.*
- *Pregnancy.*
- *Consistent hunger, poor hygiene, or inappropriate dress.*
- *Consistent lack of supervision; abandonment.*
- *Unattended physical or emotional problems or medical needs.*
- *Speech disorders, lags in physical development, ulcers.*
- *Lacerations or abrasions to the mouth, lips, gums, eyes, or external genitalia.*

- *Asthma, severe allergies, or failure to thrive.*
- *Torn, stained, or bloody underclothing.*
- *Bruises, bleeding, or infection in the external genitalia, vaginal, or anal areas.*
- *Frequent urinary or ear infections.*
- *Substance abuse – alcohol or drugs.*
- *Unexplained (or multiple history for) bruises, burns, or fractures.*
- *Positive test for presence of illegal drugs in the child's body.*

Behavior Indicators

- *Wary of adult contacts, lack of trust, uncomfortable with or threatened by physical contact or closeness.*
- *Behavioral extremes such as aggressiveness or withdrawal.*
- *Overly compliant, passive, undemanding behavior; apathy.*
- *Extreme aggression, rage, or hyperactivity.*
- *Poor self-esteem, self-devaluation, lack of confidence or self-destructive behavior.*
- *Afraid to go home; frightened of parents.*
- *Alcohol or drug abuse.*
- *Delinquent, runaway, or truant behavior*
- *Poor peer relationships; shunned by peers.*
- *Unusual interest in or knowledge of sexual matters, expressing affection in inappropriate ways.*
- *Lack of emotional control, withdrawal, chronic depression, hysteria, fantasy, or infantile behavior.*
- *Excessive seductiveness or promiscuity.*
- *Suicide attempts.*
- *Destructive, antisocial, or neurotic histories for a given injury.*

CONFIDENTIAL VOLUNTEER APPLICATION INFORMATION

Name

First	Middle	Maiden	Last
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Former Name(s) Used and Date(s) Used

First	Middle	Maiden	Last
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First	Middle	Maiden	Last
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Current Address Since:

(Mo/Yr)	Street	City	State	Zip
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Previous Address Since:

(Mo/Yr)	Street	City	State	Zip
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Previous Address Since:

(Mo/Yr)	Street	City	State	Zip
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Social Security Number

Date and Place of Birth

Drivers License Number & State

Telephone Number(s)

Personal References

Name	Relationship	Phone Number
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Name	Relationship	Phone Number
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INITIAL EACH BOX AS AN INDICATION THAT YOU HAVE READ THE INFORMATION & UNDERSTAND IT.

- The information contained in this application is correct to the best of my knowledge. I hereby authorize the Dubuque Lutheran School Association and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for volunteer purposes. (Background Check Authorization)
- I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: verification of Social Security number, current and previous residences; employment history; education background; character references; drug testing; civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records; birth records; and any other public records. (Background Check Authorization)
- I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to the Dubuque Lutheran School Association, or its agents. (Background Check Authorization)
- I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. (Background Check Authorization)
- I hereby release the Dubuque Lutheran School Association, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request release. (Background Check Authorization)
- I have not had a conviction of any law in any state or any recorded of founded child abuse or dependent adult abuse in any state.
- I do not have a communicable disease or other health concern that could pose a threat to the health or well being of the children.
- I realize that as a volunteer, I am considered a mandatory reporter. (Mandatory Reporters)
- I have received a copy of what mandatory reporters should look for and am aware of whom to contact in the event of a suspected abusive situation. (Mandatory Reporters)
- I will observe the practice of "two adults per child" at all times so no adult is alone with children.
- I understand that strict confidentiality is expected. That is, what I see or hear is to be shared with the supervising teacher or the administrator.

Signature

Date

AS A VOLUNTEER, I WOULD LIKE TO . . .

(Check those that apply)



Name _____

How I would like to be addressed when working at school. _____

I am willing to do the following:

- Tutor individual student
- Listen to children read
- Assemble materials for students and families
- Create signs, banners, posters, etc.
- Bake items for bake sales
- Share a special skill such as woodworking
My special skill(s) is(are): _____
- Assist in the hot lunch program
- Join Friends (our version of a PTA)
- Clean classrooms in the summer
- Assist students with computers, computer software, and/or web work
- Drive students on field trips & chaperone the field trip
- Fill soap dispensers, run copies and other misc. office duties

I am available on the following day(s):

- Monday Tuesday Wednesday Thursday Friday

I am available to work in these time periods:

- 8:30 – 9:30 9:30 – 10:30 10:30 – 11:30 11:30 – 12:30
 12:30 – 1:30 1:30 – 2:30 2:30 – 3:30

I am willing to work with the following grades:

- Kindergarten Grade One Grade Two Grade Three
 Grade Four Grade Five School Office Lunchroom