



Family Service Hours Requested

Dear Parents, Grandparents and Guardians:

Our boys and girls are our most important resources. We share a common purpose: educating children. Many children need individualized attention, and you may have experiences and skills that can help children at our school achieve academic excellence. We need volunteers to help our teachers in ways that will allow them to provide greater personal assistance to students.

If you are interested in serving as a volunteer, we will be delighted to hear from you. If you have a special ability or interest, please consider helping your child's school by volunteering whenever possible.

Now more than ever before, volunteers have tremendous impact upon student success in school. We believe quality time invested in student achievement is sure to yield high returns. If you have just one hour to give this year, please volunteer and help make a difference. All families are asked to donate 10 service hours per year. Please complete the following information and return this form to the school office.

Sincerely,

MHT Parent Teacher Organization

Protecting God's Children Program

Attendance at a Protecting God's Children class is required for all parents, guardians, or others interested in volunteering to work with or chaperone students.

As part of the school safety plan at Most Holy Trinity School, any parent, guardian, or volunteer, who is working with or chaperoning students is required to complete the *Protecting God's Children* course offered by the Archdiocese of Detroit.

The program should be completed before beginning the assignment. The program is approximately 3 hours in length and offered at various parishes and schools throughout the archdiocese. Times and locations can be found at

<http://www.aodonline.org/AODOnline/Safe+Environments+14627/090126Abuse.htm>.

There is no cost to attend the course however, pre-registration is required. Currently you will only need to complete the class once and you will be eligible to volunteer during your child's entire time at school. The program also is a prerequisite for volunteer work at your parishes with children and youth. Ensuring the safety of our students and making parents aware of the expectations when they are working with our students is of paramount importance. You will receive a certificate of completion at the end of the course and the Archdiocese will include you in their database of people who have completed the course.

We are encouraging every parent, guardian, or volunteer to complete the course now even if you do not think you will ever be involved in working with our students. The information is timely, you will gain a better understanding of the challenges facing anyone who is working with students, but most importantly, when the time comes and you want to volunteer, we will not have to tell you no because you have not completed the course.

Check out the Archdiocese's web site above for more information

(Note: A background check is also required.)



Application for School Volunteers

Date: _____

Name: _____

Address: _____ City: _____ Zip: _____

Home Number: _____ Cell Number: _____

Email: _____

Emergency contact: _____ Number: _____

Why are you interested in volunteering?

Skills you would like to utilize while volunteering:

Areas you would like to volunteer:

- Lunchroom & Playground - 11:30 to 12:30 Days: M T W Th F
- General Assistance in Class
- Tutor individual students
- Chaperone a field trip
- Sports/ Coach or Assistant
- PTO Activities and Meetings
- Uniform Exchange
- Other _____

Other languages you may speak: _____

Do you have any special needs or restrictions we should be aware of? Yes ___ No ___

Do you have *Protecting God's Children* Certificate? Yes ___ No ___

Criminal History

All volunteer positions require a criminal history check. Conviction will not necessarily disqualify you from participating. Have you ever been convicted of a felony? Yes ___ No ___

If yes, please explain.

Have you ever been finger printed for a criminal background check ? Yes ___ No ___

If yes, did you receive clearance?



Volunteer Confidentiality and Discrimination Statement

I understand that information regarding students, families, staff, and the organization may be confidential in nature and that as a volunteer for the Most Holy Trinity I will...

- Respect the confidential nature of any verbal or written communication I receive regarding students, families, staff, and the organization.
- Keep personal information confidential at school and after I leave school.
- Be discreet in any verbal communication by not discussing students, staff, or families in front of others.
- Immediately report directly to the principal or site administrator any
- Information disclosed to me concerning a child's safety.
- Make reasonable efforts to assure that each student is protected from
- Harassment or discrimination.
- Not harass nor discriminate against any student, staff member or volunteer on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background.

I also understand that relationships developed with children at school should remain at school for the protection of both the student and volunteer. Volunteers should also not be left alone with a child that is out of view of school personnel or another adult volunteer.

Volunteers are also reminded that permission to communicate with a student outside the regular school day must be granted by the student's parent/guardian; Most Holy Trinity cannot and will not grant this permission.

Volunteer Signature _____

Date _____

PLEASE RETURN THIS FORM TO THE FRONT OFFICE.