

**VOLUNTEER INFORMATION APPLICATION**

Your interest as a *Valley Heights Christian Academy* volunteer is appreciated. Please complete the following application and return the information to the school office as soon as possible.  
Since volunteer service is essential for *Valley Heights Christian Academy*, we are grateful for your interest in serving. You will be contacted upon review of your application and the availability within the area of interest you have expressed.

**I. Personal Information**

Full Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Place \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Do you have any handicaps or physical conditions which may affect your volunteer services? Y N If Yes, please explain: \_\_\_\_\_

I acknowledge that Valley Heights Christian Academy/Calvary Baptist Church does not provide primary accident medical insurance for individuals in volunteer roles. Secondary insurance is provided only when the individual's medical expenses are in excess of amounts payable by any other Health Care Plan whether or not claim has been made for benefits it provides. Please initial here: \_\_\_\_\_

- II. Volunteer Area/s** Please put a  $\checkmark$  in the space next to the areas where you would like to be considered for.
- |  |  |   |   |  |
|--|--|---|---|--|
| <input type="checkbox"/> recess monitoring   | <input type="checkbox"/> lunchroom helper    | <input type="checkbox"/> library assistance | <input type="checkbox"/> building & equipment repair and upkeep |  |
| <input type="checkbox"/> special events  | <input type="checkbox"/> creative assistance | <input type="checkbox"/> drive              | <input type="checkbox"/> chaperone                              | <input type="checkbox"/> classroom/grade level volunteer |
| <input type="checkbox"/> church relations/literature distribution/business & community |  |   | <input type="checkbox"/> press releases & publications          |  |
| <input type="checkbox"/> hospitality/special event coordination                        |  | <input type="checkbox"/> VHCA Booster       | <input type="checkbox"/> school office volunteer                |  |
| <input type="checkbox"/> academic tutor  | <input type="checkbox"/> PSF                 | <input type="checkbox"/> Prayer Ministry    | <input type="checkbox"/> Other (briefly describe)               |  |

**III. Personal Statement of Faith** Please give a concise but adequate statement of your personal relationship with God.

Denominational preference:

**IV. Volunteer Conduct Statement**

*Valley Heights Christian Academy* has many opportunities for volunteer assistance. It is important that volunteers on campus or on field trips conduct themselves using Biblical standards of conduct. (I Corinthians 10:31-33) It is important that volunteers avoid not only impropriety, but also the appearance of impropriety. Volunteers are to avoid the following:

- Conduct jeopardizing the health, safety and welfare of the students or staff of *Valley Heights Christian Academy*
- Poor attitude or lack of cooperation
- Failure to follow instructions of those in authority
- Using or possessing tobacco or alcohol on campus, on a school-sponsored trip or any other school activity.
- Immoral or unprofessional conduct
- The use of vulgar or offensive language or gesture
- Raising one's voice in anger, yelling or speaking in a rude, threatening, insulting or unprofessional manner to students, staff or other volunteers
- Threatening or making nonconsensual physical conduct with students, staff or volunteers in anger or in a rude insulting, or unprofessional manner
- Engaging in behavior which presents a negative role model to others

The previous is not an exhaustive list for conduct on or off the school campus which is damaging to the Christian testimony, or which diminishes the ministry or integrity of *Valley Heights Christian Academy* including parents of our students who are volunteers. Volunteers who do not follow the above standards of conduct may lose the privilege of assisting in the classroom, attending school activities, or accompanying students on field trips and/or outings.

**V. Security Section**

Recognizing God’s love and concern for children, and VHCA’s responsibility to provide a safe and secure learning environment for its students and staff, *Valley Heights Christian Academy* has adopted a policy of screening all applicants for volunteer service. The purpose of this policy is also to guard the honor and reputation of Our Lord Jesus Christ. The following questions are designed to elicit the information necessary for this purpose. The information provided will be treated confidentially and will only be used by authorized staff in reviewing your application. All questions must be answered. Your answer to any of these questions does not necessarily disqualify you from volunteer involvement. Thank you for your honesty and understanding.

**Please answer each of the following questions by circling the correct response. Attach additional pages as needed.**

- YES    NO**    1. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violation)? The term “convicted” includes entering into a pleas agreement including a “no contest” plea or, a deferred sentence or deferred judgment arrangement in connection with a criminal charge. If so, please attach a statement of explanation, including nature of offense, date, and court where conviction was entered, sentence of disposition and any other relevant information. If yes, please explain on a separate page.
- YES    NO**    2. Have you ever been the subject of an investigation, criminally charged, or been the subject of a civil lawsuit involving physical abuse, sexual misconduct, sexual harassment or an offense relating to children? If so, please provide an explanation on a separate attachment of the circumstances, the outcome, and any other relevant information you wish Valley Heights Christian Academy to consider. If yes, please explain on a separate page.
- YES    NO**    3. Have you ever been subjected to discipline or dismissed from employment or volunteer service by any church, school, or other organization as the result of an allegation or charge of physical abuse, sexual harassment or an offense relating to children? If so, please provide an explanation on a separate attachment of the circumstances, the outcome, and any other relevant information you wish Valley Heights Christian Academy to consider. If yes, please explain on a separate page.

**VI. Background Check and Release**

I understand that as part of this application I authorize *Valley Heights Christian Academy*, or its agents, to conduct a background investigation of me and the information provided in this application.

Also, in consideration of the receipt and evaluation of the Application by Valley Heights Christian Academy, I hereby release *Valley Heights Christian Academy* and any individual, school, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability or damages of whatever kind or nature which may at any time result from the investigation of my background or the release of information in connection with any investigation. This release shall be binding on my heirs and family. I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I GIVE THIS RELEASE AS MY OWN FREE ACT.

**YES    NO**    I have had a background check done and is on file with Calvary Baptist Church.

**Volunteer’s Certification**

I agree that in the performance of my responsibilities as a volunteer, I will not do or say anything in opposition of the school’s Statement of Faith, School Purpose, School Philosophy, or School Objectives as found in the *VHCA Parent-Student Handbook* and I will abide by the Volunteer Conduct Statement. I further certify that the information contained in this information sheet and any attachment is true and correct to the best of my knowledge. I understand that any misrepresentation of material omission may result in my failure to volunteer at *Valley Heights Christian Academy*.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Driver’s License # \_\_\_\_\_ **Please attach a copy of your current Driver’s License**

<b>FOR OFFICE USE ONLY</b>
Approved by: _____
Date: _____