Dear Parents and Friends of Wilshire Park,

I invite you to be a volunteer at Wilshire Park. Volunteers are very important to the staff and students of the Wilshire Park community, completing many tasks and taking on a variety of responsibilities. It is your decision as to how you wish to participate. Whatever your choice, please communicate your volunteer goals to me so that we can work together to meet your needs. Your commitment to volunteering is a crucial time during the teacher’s day. Their daily planning revolves around the presence of volunteers who have planned to spend an hour or so assisting. Whatever you do, it is important that the staff can rely on your commitment.

Sign-Up for volunteering will take place during the Meet and Greet opportunity on Tuesday, September 4th during the day, and will remain posted through the first week of school. The volunteer sign-up sheets will be posted in the hallway outside the gym.

Next, if you are a first time volunteer or would like to have a quick refresher course, mark your calendar for Wednesday, September 19th from 2:30 – 3:15pm or Friday, September 21st from 9:30 – 10:30am for a short training session in the cafeteria. Here you will learn or review the procedures as well as the operation of various machines used on a regular basis. This will be followed by a short social time to meet other new volunteers. After receiving your training, please plan to begin volunteering the week of September 4th. The Staff will be anxious to see you!

I sincerely hope you will be able to join us at Wilshire Park. Many friendships have found their start while volunteering. It is a great way to meet people, hone your skills, and be part of the educational community. Volunteer sign-up procedures are listed on the back. I am looking forward to meeting you this fall. Please join us!!

Sincerely,

Jolene Hodson, Volunteer Coordinator
20018-2019 VOLUNTEER SIGN UP
PROCEDURE

If you are interested in being a Wilshire Park volunteer, sign up sheets will be posted in the hallway outside the gym on Tuesday, September 4th during Meet and Greet and through the first week of school. If you are unsure of where and when you wish to volunteer, or if the staff person for whom you had hoped to work is already full, please call me and we’ll work out an alternative plan.

- Even if you are a “seasoned” Wilshire Park volunteers, our insurance requires you to complete a new Volunteer Application/Registration form each year. Thanks for taking the time to do so.

- Select the staff person for whom you wish to volunteer. Select the day and time slot that would be convenient for you and write your name on the line provided. The staff has indicated as to whether they expect in or out of the classroom assistance. Please remember if your first choice is filled with volunteers, many other staff members may not be as fortunate. Please consider donating your time for others.

- If you are a new volunteer, we would like you to go through our Volunteer Orientation. The orientation sessions this year are WED. Sept 19th at 2:30pm, and FRI., Sept 21st at 9:30am. If you are a “seasoned” volunteer, you may contact your teacher to make arrangements to begin coming in earlier.

- If you have any doubts about being able to commit to a particular time, wait to sign up until you are sure. The staff relies on your presence. Please be confident of your commitment.

- Volunteer Orientation sessions are Wednesday, September 19th from 2:30 – 3:15 p.m., or Friday, September 22nd from 9:30 – 10:30 a.m. in the cafeteria.

- If you think you may chaperone a fieldtrip sometime during the year, complete questions 1 – 5, 9 & 10 and read and sign the back of the registration. Our primary concern is for the safety of the students.

* Throughout the year, your volunteered time will be recorded. Therefore, it is greatly appreciated that you document your time in, and time checked out, in the Office each visit. With our new security in place, you will be asked to show your driver's license each time you check in. Even VETERAN volunteers will be asked to show their license EVERY time. Thanks.
WILSHIRE PARK VOLUNTEER PROGRAM  
2018-2019 Application/Registration Form

FIELD CHAPERONES EXCLUSIVELY:  
PLEASE COMPLETE NUMBER 1-5, 9 & 10 AND SIGN THE BACK OF THIS PAGE.

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<td>1. Name: Last</td>
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<td>2. Home Phone:</td>
<td>Work Phone:</td>
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<td>3. Home Address (Include City/Zip):</td>
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<td>4. Child(ren)’s Name &amp; Teachers:</td>
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<td>5. Emergency Contact Name &amp; Phone:</td>
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<td>6. Volunteer Experience:</td>
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<td>7. Why do you wish to volunteer at Wilshire Park?</td>
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<td>8. Other talents you’d like to share:</td>
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9. The following information is used to screen potential volunteers for the protection of our students.

Have you ever been convicted of a misdemeanor or felony (excluding traffic violations resulting in fines less than $50)?

YES ___  NO ___

Have you ever been discharged or forced to resign from prior employment?

YES ___  NO ___

If yes, please explain.

10. Please list two references, preferably someone who knows you well, (at least five years).

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11. Type of Service Interests:

☐ Clerical (Main Office)  ☐ Special Projects
☐ Tutor Students  ☐ Nurse's Office
☐ Media Specialist  ☐ Classroom Volunteer
☐  ☐ Vision Screening

Below you will find a list of additional activities that occur throughout the year at Wilshire Park. The Wilshire Park Parent Association sponsors some of these activities while the school sponsors others. All of the programs require the help and assistance of our parents and community. Please review the list below and check those areas in which you would be interested in assisting. Thank you for your generous gift of time.

☐ Art Adventures Program (Training Available)  ☐ Movie Night  Fall 2018
☐ Assist with Picture Retake Day Oct. a.m.  (Call me and leave a message (612) 706-1267
☐ Assist with Fall Book Fair  October 2018
☐ Hanging artwork for Art Show  April 2019
☐ Assist with Spring Book Fair  May 2019
☐ Classroom Host for Grandparents Day  May 2019 (1-hr. time commitment)
☐ Assist with Ice Cream Social  May 209
☐ Assist with Track & Field Day  June 2019
☐ Assist with W.P. Fun Fest  Feb. 2019

Wilshire Park is an equal opportunity employer and does not discriminate based on any legally protected status under federal, state or local law.

I certify that the information I have given in this application is accurate and up-to-date. I understand that if I have misrepresented information contained on this form and/or fail to the program guidelines, I may have this application withdrawn. I understand the District may request a background on me regarding my rights and I will sign an appropriate release authorization if requested to do so.

________________________________________  ________________________________
Signature                                      Date