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NEST Community Learning Center **Volunteer Application**

Please Remit to: NestVolunteer@gmail.com

Full Name: _____ Today's Date: _____

Address: _____

Email Address: _____

Home Phone #: _____ Cell Phone #: _____

Emergency contact name and phone #: _____

Important allergy or medical information: _____

Have you volunteered with NEST CLC in the past? No Yes, how: _____

I would like to help in the following position(s):

- ☐ **General Volunteer** - Clerical projects, purchase food/supplies, RV cleaning & maintenance, does not include contact with children. Provide ID and complete section A below
- ☐ **Homework Helper** - Works with children to support homework and learning, must be at least high school (10th grader). Provide ID, complete sections A & B below. If 18 or older background check required-sign release, email will be sent to you.
- ☐ **Target Tutor** - Be highly competent in a subject, work history with children or college degree. Provide ID, complete sections A, B, & C below, background check required-sign release, email will be sent to you.
- ☐ **ELP (Early Learners Program) Volunteer** - Works with preschool aged children, serving snack, reading stories, encouraging children to complete kindergarten readiness activities. Provide ID, complete section A, background check required-sign release, email will be sent to you.

If over 18 years old, you must agree to a **background check**. You may send a current copy if you have one. If not, sign the provided form and an email will be sent from Selection.com. This must be completed prior to working with any student.

(Note: each background check costs NEST CLC \$30.00. If you can offset that cost by a donation of \$5.00-\$30.00 it is very much appreciated. Checks may be made out to NEST CLC, thank you!)

Section A - All positions

What skills do you bring to NEST CLC (i.e.: training, skills, background, experience, etc.)?

What days are you available to work at NEST CLC? (Mark all that apply)

___ Mondays ___ Tuesdays ___ Wednesdays ___ Thursdays

Are you in school? No Yes, what grade are you in? _____

Do you have a degree? No Yes, what is your degree in? _____

If you are 18 years old or older please answer the following questions:

(If under 18, what date do you turn 18: _____)

- Do you have a criminal prosecution pending? No Yes- please tell us about it here: _____
- I hereby attest that I have never been convicted of or pleaded guilty to crimes against children and that no child has ever been removed from my home. Yes No

Section B - Homework Helper

Homework Helpers commit to at least one 2-hour time slot each month for on-site OR two days per week for online (hours vary from ½ hour to 1 hour increments). Must read and sign code of conduct to work with the students in NEST.

If you have tutored before, please tell us about it here:

Section C – Target Tutor

Target Tutors provide one-on-one academic help with a child who has been identified to be academically behind for his or her age and grade level. The Target Tutor(s) that have been identified as being a good “fit” for the student will be contacted and asked if he/she would partner with the student applicant. A Target Tutor is asked to commit to meet with the student at least twice a week for a minimum of one school semester. Target Tutors will also assist in progress monitoring.

Please indicate the age groups you can tutor:

- ___ Primary Grades: Kindergarten through 2nd grade (5, 6, and 7-year olds)
- ___ Elementary Grades: 3rd & 4th grade (8 and 9-year olds)
- ___ Intermediate Grades: 5th & 6th grade (10 and 11-year olds)
- ___ Middle School Grades: 7th & 8th grade (12 and 13-year olds)
- ___ High School: 9th to 12th grade (14, 15, 16, and 17-year olds)

Please list the subject(s) you can teach. These are subjects you would be expected to teach.

_____	_____	_____
_____	_____	_____



**NEST COMMUNITY LEARNING CENTER
2020-2021 SCHOOL YEAR TUTORING PROGRAM**

Volunteer & STAFF Guidelines & Code of Conduct

Thank you for partnering with NEST CLC's 2020-2021 Tutoring Program, we could not even think about doing this without you! The following are rules and guidelines that have been put together to inform you, help you, and to keep you safe.

If you have any questions, please don't hesitate to talk with a NEST representative: 513-781-1238 or email: nestvolunteer@gmail.com

GENERAL GUIDELINES AND RULES - ONSITE

- You must wear a NEST name tag while working onsite.
- The NEST Manager for the assigned site will be wearing a NEST t-shirt and is the final authority on all aspects of the program. At the present time, NEST CLC is attempting to operate within COVID-19 guidelines and best practices as per the Ohio Department of Health. As those recommendations change, the safety guidelines that NEST CLC operates under will change as well. The NEST CLC Site Manager is responsible for informing and directing the volunteers and students on the most current COVID guidelines.
- Volunteers and Staff are expected to treat persons of all races, religions, and cultures with respect and consideration.
- Volunteers and Staff are to refrain from the use of language, physical conduct or behavior that could be misunderstood to be sexually suggestive, harassing, intimidating or offensive to program participants, fellow volunteers and staff. Permissible forms of nonverbal communication with children in the Tutoring Program are as follows: Eye Contact, Smiles
- No Volunteer or Staff member is permitted to stay at the site after the program is finished each day.
- By Ohio law, all Volunteers and Staff are MANDATED REPORTERS, which means they are required to report any suspected abuse or neglect of a child to the proper authorities. Any Volunteer that does suspect the abuse or neglect of a child must report their suspicions to NEST 513-582-0673 on the day of their suspicion.
- **No photographs of the children in the program may be taken.**
- Volunteers and Staff of the Tutoring Program are expected to maintain confidentiality. It is not appropriate to talk about who is receiving benefits and/or to make remarks about them. NEVER share information with others regardless of an expression of good intentions. What happens at the site stays at the site.
- If someone has a need that we cannot meet, a Resource Binder will be available with names and addresses of places to go that may help with that need.
- If someone alleges discrimination, do not argue with them. Ask them to contact NEST: 513-582-0673

- **IF A CONFLICT OCCURS**, please remain calm. If you feel threatened, call 911 immediately. Bring any conflict to the attention of NEST's managing team. Depending on the conflict, we have a signed "Code of Conduct" for every child registered in the NEST Program. Refer to it if necessary.
- If someone has a need that we cannot meet, a Resource Binder will be available with names and addresses of places to go that may help with that need.
- If someone alleges discrimination, do not argue with them. Ask them to contact NEST: 513-582-0673.

GENERAL GUIDELINES AND RULES – ONLINE

- Volunteers and Staff are expected to treat persons of all races, religions, and cultures with respect and consideration.
- Volunteers and Staff are to refrain from the use of language, physical conduct or behavior that could be misunderstood to be sexually suggestive, harassing, intimidating or offensive to program participants, fellow volunteers and staff. Permissible forms of nonverbal communication with children in the Tutoring Program are as follows: Eye Contact, Smiles
- By Ohio law, all Volunteers and Staff are MANDATED REPORTERS, which means they are required to report any suspected abuse or neglect of a child to the proper authorities. Any Volunteer that does suspect the abuse or neglect of a child must report their suspicions to NEST 513-582-0673 on the day of their suspicion.
- **No photographs of the students will be allowed to be taken.**
- **Do not share any personal information such as photographs, email or phone numbers.**
- Do not contact teachers or students outside assigned training time.
- Be aware of facial expressions/environment.

Refer all publicity requests (i.e. pictures/videos/write-ups) for the program to Evangeline DeVol nestlearningctr@gmail.com or call 513-582-0673.

I have read/been informed of the NEST Community Learning Center Program's Code of Conduct and I accept all rules of the program. I also release NEST Community Learning Center, their staff and volunteers from liability and responsibility in my participation in the program.

Signature _____

Date _____

WAIVER AND RELEASE OF LIABILITY FORM

In return for being allowed to participate as a staff member or volunteer in NEST CLC and all its related activities, including any activities incidental to such participation ("Staff and Volunteer Activities"), the undersigned Staff or Volunteer or Parent/Legal Guardian of Staff or Volunteer if Volunteer is under age 21 (hereafter referred to using "I", "me", or "my") releases and agrees not to sue NEST CLC or its officers, directors, employees, sub-contractors, sponsors, agents and affiliates ("the Foundation") from all present and future claims that may be made by me, my family, estate, heirs, or assigns for property damage, personal injury, or wrongful death arising as a result of my participate in the Staff or Volunteer Activities wherever, whenever, or however the same may occur.

I understand and agree that the Foundation is not responsible for any injury or property damage arising out of the Staff or Volunteer Activities, even if caused by their ordinary negligence or otherwise.

I understand that participation in the Staff or Volunteer Activities involves certain risks, including, but not limited to, serious injury and death. I am voluntarily participating in the Staff or Volunteer Activities with knowledge of the danger involved and I agree to accept all risks of participation.

I also agree to indemnify and hold harmless the Foundation for all claims arising out of my participation in the Staff or Volunteer Activities.

I understand that this document is intended to be as broad and inclusive as permitted by the laws of the state in which the Staff or Volunteer Activities take place and agree that if any portion of this Agreement is invalid, the remainder will continue in full legal force and effect.

I also acknowledge that the Foundation has not arranged and does not carry any insurance of any kind for my benefit or that of Staff or Volunteer (if Staff or Volunteer is under 18), my parents, guardians, trustees, heirs, executors, administrators, successors, and assigns. I represent that, to my knowledge, I am in good health and suffer no physical impairment that would or should prevent my participation in Staff or Volunteer Activities. I also understand that this document is a contract which grants certain rights to and eliminates the liability of the Foundation.

(Signature of Staff or Volunteer)

Date

I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form I am giving up legal rights and remedies.

Parent/Legal Guardian Signature Required if Staff/Volunteer is Under Age 21

Parent or Legal Guardian Name: _____
(required if Staff/Volunteer is under age 21)

(Signature of Parent/Legal Guardian if Staff/Volunteer is Under 21)

Date

I am the parent or legal guardian of the Staff or Volunteer. I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies. 1/27/21

Please sign if 18 or older - required for background check.



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FAIR CREDIT REPORTING ACT DISCLOSURE

In conjunction with my application for employment (including contract services) with you, I understand that you intend to hire SELECTION.COM® to obtain Consumer Reports and / or Investigative Consumer Reports (Reports) about me as defined in the federal Fair Credit Reporting Act (FCRA). These Reports may include information concerning my academic background, character, credentials, credit capacity, credit standing, credit worthiness, general reputation, mode of living, personal characteristics, reasons for work termination, work experience, work habits and / or work performance. You may also seek information concerning my civil litigation history, criminal record, educational background, employment history, motor vehicle record, and / or worker's compensation history.

I understand that you may rely on any or all of the above referenced information in determining whether to extend an offer of employment to me. If you contemplate making an adverse employment-related decision that will affect me based, in whole or in part, upon a Report obtained from SELECTION.COM®, I will receive a copy of the Report and a written summary of my Consumer Rights under the FCRA before you finalize that decision.

I have read the above disclosure and I hereby authorize you, SELECTION.COM® or its authorized agents to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information service organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. If I am hired, this authorization shall remain on file and shall serve as an ongoing authorization for you to obtain Reports about me from SELECTION.COM® at any time during my employment with you. A photocopy or facsimile of this authorization shall be as valid as the original. I agree that any and all disputes arising from this "Report" shall be brought only in state or federal court in the State of Ohio and shall be governed by, and construed in accordance with, the laws of the State of Ohio.

Print Name: _____ Date: _____

Signature: _____

Notice to Applicants living in CA, OK or MN:

By checking this box, I request to receive a free copy of any Consumer Report ordered about me. ☐

E-Mail address: _____ **

** By entering my e-mail address, I authorize SELECTION.COM® to deliver my Report via e-mail.

Notice to California Residents:

Under California Civil Code Section 1786.22, you may view the file maintained on you by SELECTION.COM® during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone by being able to provide adequate identification as to allow SELECTION.COM® to determine with reasonable certainty that you are the subject of the Report. SELECTION.COM® is required to have personnel available to explain your file to you and must explain to you any coded information appearing in your file. If you appear in person, another person of your choice may accompany you, provided that this additional person also furnishes proper identification. The SELECTION.COM® Privacy Policy can be viewed at www.Selection.com.

THIS FORM IS FOR PERMANENT RETENTION IN PERSONNEL FILE