

CLASS:	Office Use Only
DAYS:	
TIMES:	
DATES:	

Summer Volunteer Application

Name		Email	
Mailing Address			
Street		City	Zip
Cell Phone		Other Phone	
(IF APPLICABLE) Student Status: Fr So Jr Sr Other:			
Name of High School			
Name of College			
Major:		Minor:	

1. Briefly describe any experiences that you have had working with youth and/or educational programs. _____

2. Briefly describe your experiences with ethnically and economically diverse students. _____

3. Why would you like to volunteer at Summer CASA? _____

4. Please list your hobbies, skills, and any special training that you have. _____

5. Name of Emergency Contact: _____
Relationship: _____ Phone(s): _____

6. Please attach:
(a) Names of three references (non-family) with job titles, how you know this person, and email address
(b) Resume, if available.

OVERVIEW

Summer CASA is a six-week, four day a week, morning program. Four classrooms of approximately 15 – 20 students are taught by certified teachers, each assisted by a Teaching Assistant and a volunteer(s). The focus is educational success in all subjects, with a strong emphasis in reading and math. Unique student enrichments opportunities are included.

DATES. Summer CASA runs **Mondays through Thursday** for six weeks in mid-June through July.
HOURS. Daily program hours are 8:30 am – 12:30 pm. Class times are 9:00 am – 12:00 Noon
ORIENTATION. A required **Volunteer Orientation** will be held prior to the summer program session.

Please indicate the mornings that you will volunteer:

M	T	W	TR
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Times: _____
(Please refer to Overview for CASA hours)

Dates: _____

Preferred Grade: _____ No Preference
_____ Lower (1 – 3) _____ Upper (4 – 5)

In addition to English, please list any languages that you speak:

If you have a valid driver's license, have you had it for at least two years? _____ Yes _____ No

NOTE: While preference is given to those who are available for the full schedule, volunteers may select the days and times that work best for them. For the sake of planning, **we request that the schedule be followed once arrangements are made.**

Summer CASA Volunteer Job Description

The Summer CASA Volunteer promotes a positive learning environment by assisting the classroom teacher and teaching assistant with daily activities. The requirements include:

1. The Volunteer must be at least 14 years old.
2. Attend Volunteer Orientation.
3. Be prepared to work by signing in on time.
4. Follow the instructions of the classroom teacher, assistant, and other CASA staff.
5. Encourage positive behavior in our children by modeling good listening skills and promoting an atmosphere of safety, mutual respect, and acceptance.
6. Notify the CASA office if you will be late or unable to work on the day scheduled.
7. Treat sensitive information from or about your child in a professional manner and follow up with CASA staff.
8. Serve as role models for CASA students by promoting and displaying appropriate behavior and dress. Inappropriate behavior, including public intoxication, use of illegal substances, abuse of legal substances, profanity, or harassment will result in dismissal.
9. Promote the welfare of the CASA program by referring questions, concerns, or suggestions to the CASA staff.

Agreements

- I. I have read, understood, and agree to follow the above Summer Volunteer Job Description.
- II. I give permission for CASA to use my image (photos, digital, video), sound recordings of my voice, and any materials that I submit during my affiliation with CASA.
- III. I have provided correct and truthful information in the volunteer application materials that I have submitted to CASA. I also understand that I must pass a criminal background check to become a CASA volunteer.

Applicant Signature: _____ **Date** _____

FOR VOLUNTEERS UNDER 18 YEARS OF AGE:

1. PLEASE COMPLETE & SUBMIT THE CASA SUMMER VOLUNTEER APPLICATION ADDENDUM.

2. Parent Signature: _____ **Phone:** _____ **Date:** _____

Return application to: 263 College Avenue, Graves Hall, B-40 PO Box 9000 Holland, MI 49422-9000
(616) 395-7944 casa@hope.edu www.hope.edu/casa

