

**Flickinger Learning Center
Volunteer Information Sheet**

Name _____

Address _____

Phone _____

Email address _____

Referring Organization _____

Days Available: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Choice of time: 3:30-4:30 4:30-5:30 4:00-5:00

If you prefer non-program hours please indicate that with a check mark here _____

Preferred site(s): Downtown, Franklin, Grant, Jefferson, Madison, McKinley

Preferred tasks (if applicable)

Comments:

Start date:

End date:

Background check completed:

Return to:

Kimberly Bowman

413 Mulberry Avenue

Muscatine, Iowa 52761

Email: kimberly@flickingerlc.com

563-288-9000



Code of Ethics Statement

413 Mulberry Avenue
Muscatine, Iowa 52761
319-774-1720

All members of The Flickinger Learning Center (FLC) are expected to observe the following Code of Ethics:

RESPECT

All volunteers, students and staff must treat each other with respect, courtesy and appreciation at all times.

LOYALTY

As a member of the Flickinger Learning Center, loyalty is extremely important. Members should refrain from voicing any negative personal opinions of administrative policies or regulations to outside sources. All matters should be brought instead to the attention of the Administrative Supervisor or an executive member of the Board of Directors. If in doubt regarding any issue, seek advice first from the Administrative Supervisor, Assistant Director, Site Coordinator or Board of Directors.

CONFIDENTIALITY

All members of Flickinger Learning Center must sign the following confidentiality statement and hold strict confidence that all information acquired through services provided by Flickinger Learning Center, making no reference, inside or outside the organization, to a student's identity, academic standing or personal affairs.

No member of FLC may take photos of students for personal record or social media purposes.

CONFIDENTIALITY STATEMENT

I, the undersigned, do willingly promise to hold in confidence all matters that come to my attention through my association with the Flickinger Learning Center, including information and material from and about students and matters regarding employees and volunteers. As a volunteer or staff member, I understand that I am expected to observe FLC's Policy & Procedures and Code of Ethics.

I will respect the privacy of the people with whom I associate and confer appropriately with those designated as my supervisors and/or administrators. I will use, in a responsible manner, any information gained in the course of my association with the Flickinger Learning Center.

Signature of Staff/Volunteer: _____
Signature of Executive Director: _____



**413 Mulberry Avenue
Muscatine, Iowa 52761
563-288-9000**

**Flickinger Learning Center Cell Phone Policy
Personal Use of Cell Phones, Computers, and PDAs at work.**

While at work, employees are expected to refrain from personal use of cellular phones, computers and PDAs. Personal calls, personal instant messaging, personal text messaging or tweeting during the work day-- regardless of whether the equipment used is company-provided or not -- communicates an overall lack of care and respect for the job you were hired to do. It can also be very distracting to others.

The children in your care are vulnerable and often do not get the attention that they require. This leaves them feeling an overall sense that they are not worthy of time and attention. The intent of our program is to change this way of thinking, and start sowing the seeds of self confidence and worth so that the students can grow and thrive. Pulling out a personal device instead of spending your time paying attention to the children sends the wrong message, and is a hindrance to student growth.

All employees are expected to limit personal interactions during work time and make personal calls and/or send personal text messages, tweets or instant messages **on non-work time** and to ensure that friends and family members are aware of this company policy. The company is not liable for the loss of personal cellular phones, PDAs or other personal electronic equipment brought into the workplace.

If an employee violates the policy, he or she will be disciplined as employees are for all other policy infractions

- 1) verbal warning
- 2) written warning
- 3) Final warning (termination).

By signing below you understand the policy and procedures outlined above in regards to cell phone use during work hours.

Employee Signature _____ Date: _____

Inquire hire Background check authorization:

I, _____ . Hereby consent to allow Flickinger Learning Center or it's agents to prepare an investigative consumer report.

This report will be used as defined in the Fair Credit Reporting Act, section 603 (h).

Date of birth _____

Social Security Number _____

Current Address _____

City _____ State _____ Zip _____

Signature _____ Date _____

Print name _____