

Volunteer Application



413 Mulberry Ave.
563-288-9000

Contact Information

Name	
Street Address	
City State Zip	
Home Phone	
Work Phone	
E-Mail Address	

Availability

During which hours are you available for volunteer assignments?
Please Circle M T W TH F

- Weekday mornings Weekend mornings
 Weekday afternoons Weekend afternoons
 Weekday evenings Weekend evenings

Interests

Put a check in the areas you are interested in volunteering

- After-School/Summer Program Tutor Reading/Math
 Book Cataloguing
 Data Entry
 Special Projects with students (Art, Social Skills, Movement)
 Cleaning and organizing
 Painting
 Building Maintenance
 Snack Pick up and drop off

Special Skills or Qualifications

Summarize any specific skills or qualifications you have gained from employment, previous volunteer work, or through other activities including hobbies or sports.

**Please Return form by e-mail to Mindy@flickingerlearning.org
Or in person/by mail to 413 Mulberry Ave., Muscatine, IA 52761**

If no one is in the office, you may drop this application through our mail slot located on the Mulberry side of the building.

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Previous experience with children

Summarize your experience working with children. *To be completed if you are applying to volunteer in the After-School or Summer Program*

Why volunteer?

What made you want to volunteer at Flickinger Learning Center?

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Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application, and for your interest in volunteering with us.

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Mandatory Reporter Information

Child Care

Child care providers play a critical role in keeping children safe. It is very important for them to report when they suspect child abuse. Child care providers include child care staff, foster parents, and residential care personnel. All of these people are mandatory reporters. A child care provider who suspects that a child has been abused should report that to DHS and to the licensing worker.

How Do I Report Child Abuse?

Call 1-800-362-2178.

According to Iowa Code section 232.70, if you are a mandatory reporter of child abuse and you suspect a child has been abused, you need to report it to the Department of Human Services. The law requires you to report suspected child abuse to DHS orally within 24 hours of becoming aware of the situation. You must also make a report in writing within 48

hours after your oral report. The employer or supervisor of a person who is a mandatory or permissive reporter shall not apply a policy, work rule, or other requirement that interferes with the person making a report of child abuse.

As a mandatory reporter, you are also required to make an oral report to law enforcement if you have reason to believe that immediate protection of the child is necessary.

The law requires the reporting of suspected child abuse. It is not the reporter's role to validate the abuse. The law does not require you to have proof that the abuse occurred before reporting. The law clearly specifies that reports of child abuse must be made when the person reporting "reasonably believes a child has suffered abuse."

Child Abuse: A Guide for Mandatory Reporters

July 1, 2010. Comm. 164

Reports are made in terms of the child's possible condition, not in terms of an accusation against parents. A report of child abuse is not an accusation, but a request to determine whether child abuse exists and begin the helping process. Making a report of child abuse may be difficult. You may have doubts about whether the circumstances merit a report, how the parents will react, what the outcome will be, and whether or not the report will put the child at greater risk. The best way to minimize the difficulty of reporting is to:

◆Be knowledgeable about the reporting requirements, and

◆Be aware of the Department's intake criteria and the response that is initiated by making a report.

Within 24 hours of receiving your report, you will be orally notified whether or not the report has been accepted or rejected.

Signed: _____ Date: _____

Signed: _____ Date: _____

EMPLOYEE/SUBSTITUTE/VOLUNTEER STATEMENT

Name	Employment Date
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I (check one) **DO** **DO NOT** have any criminal convictions (to include deferred judgments, even if discharged) of any law in any state.

(If "**DO**" is checked, briefly explain the circumstances.)

I (check one) **DO** **DO NOT** have any founded or confirmed reports of child or adult abuse or neglect in any state.

(If "**DO**" is checked, briefly explain the circumstances.)

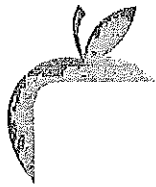
I (check one) **DO** **DO NOT** have any communicable diseases or health concerns that would pose a threat to the health, safety, or well-being of the children.

(If "**DO**" is checked, briefly explain the circumstances.)

I (check one) **HAVE** **HAVE NOT** been informed of my responsibilities as a mandatory reporter of child abuse.

I (check one) **AM** **AM NOT** under the influence of alcohol, illegal drugs, prescription or nonprescription drugs that could impair driving ability.

Signature	Date
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**Flickinger
Learning Center**

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.

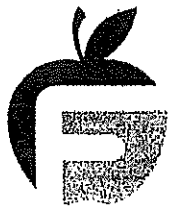
CONFIDENTIALITY STATEMENT

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: _____



Flickinger Learning Center

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 sewing 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: _____