

Confidential Volunteer Application

Please complete all questions and sign and date the application.

General Information		
First Name/Middle Name / Last Name		Date
Address (Street, City, State, Zip)		
Home Phone	Work Phone	Cell Phone
Preferred Email		Alternate Email
Emergency Contact Name		Emergency Contact Phone
Experience		
Education Level Attained:		Field of Study
Languages Spoken:		Relevant Experience/Skills:
Currently Employed:	Name of Current/Former Employer:	
Check if you have experience in any of these areas.		
Art / Graphic Design	Engineering	
Business/Accounting	Health/Medical Field	
Computer Science/IT /Technical	Human Resources	
Customer Service/Management	Law/Corrections	
Education	Marketing/Development	
Volunteer Experience		
Organization	Role	Time Frame
Organization	Role	Time Frame
Organization	Role	Time Frame

Volunteer Preferences

Volunteer Type: Classroom Aide Computer Lab Office Assistant Tutor

Specific preferences for student: (age, gender, language):

Preferred Tutoring Location: PAE Portland Public Library Riverton

Subject Areas of Interest:

ESOL Conversation ESOL Beginning ESOL Intermediate / Advanced Workforce Development Citizenship Other:	Basic Reading & Writing College Prep Reading & Writing Basic Math Algebra US History Science Computer
-----------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------

Available Hours for Volunteering (Check all times available)

	Mornings	Afternoon	Evenings
Monday	8—9 am 9-11:30 am	11:30-2 pm 2-4 pm	4-6 pm 6-8 pm
Tuesday	8—9 am 9-11:30 am	11:30-2 pm 2-4 pm	4-6 pm 6-8 pm
Wednesday	8—9 am 9-11:30 am	11:30-2 pm 2-4 pm	4-6 pm 6-8 pm
Thursday	8—9 am 9-11:30 am	11:30-2 pm 2-4 pm	4-6 pm 6-8 pm
Friday	8—9 am 9-11:30 am	11:30-2 pm 2-4 pm	4-6 pm 6-8 pm

Please add me to the mailing list for Friends of Portland Adult Education (FPAE), a non- profit organization dedicated to supporting Portland Adult Education. Yes No

References (Please provide at least two references personal or professional. (No relatives))

Name	Nature of Relationship	Email & Phone Number
Name	Nature of Relationship	Email & Phone Number
Name	Nature of Relationship	Email & Phone Number

Portland Public Schools Student Privacy Statement &
Volunteer Confidentiality Agreement

Student Privacy and Volunteer Confidentiality

Students in the Portland Public Schools have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the US Congress has address the privacy-related concerns of educators, parents and students by enacting the Family Educational Rights and Privacy Act (known more commonly as “FERPA” or the “Buckley Amendment”). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including the Portland Public Schools, which disseminates a student’s education records without his or her consent (or parental consent in the case of a minor person).

- Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your school. Even when discussing a student with those who are directly involved in a student’s education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student’s educational growth, safety or well-being.
- You may not share information about a student even with others who are genuinely interested in the student’s welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student’s care, is the only exception). Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student’s teacher or principal.
- Parents, friends, or community members may in good faith ask you questions about a student’s problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family or the student’s family.
- Before you speak, always remember that violating a student’s confidentiality isn’t just impolite, it is against the law!

Agreement

I, (print name) _____, as a volunteer for Portland Public Schools agree never to disclose information about a student’s records to anyone other than an authorized school department employee. I will refer all requests for information from those not directly involved in the student’s education to authorized school department employees.

Have you ever been convicted or pleaded no contest to a crime? Yes No

(Please note that conviction of a crime does not automatically disqualify you. A criminal conviction will be considered only in relation to the position for which you are applying. Seriousness and nature of the offense, time elapsed and rehabilitation will be taken into account.)

Signature _____

Date: _____

Print Name: _____

Please return to:
Moey Burchenal
burchm@portlandschools.org
14 Locust Street
Portland, ME 04101
207-874-8155