



KNOWLEDGE • CONFIDENCE • HOPE

**Volunteer Application**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone (home/cell): \_\_\_\_\_ EMAIL: \_\_\_\_\_  
Do you check email regularly? Y/N      Do you receive text messages? Y/N  
What is the fastest way to contact you? \_\_\_\_\_  
Emergency Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please list the day(s) and time(s) that you are available to volunteer:  
\_\_\_\_\_

Please indicate some jobs/tasks you are interested/willing to do for New City:  
\_\_\_\_\_  
\_\_\_\_\_

Please list some skills, background, interests, and experience which you believe may help serve our school.  
\_\_\_\_\_  
\_\_\_\_\_

How did you hear about New City?  
\_\_\_\_\_  
\_\_\_\_\_

**\*If you have any questions, please contact us using the information below\***

Mailing Address:  
PO Box 6412  
Asheville, NC 28816

Physical Address:  
216 Shelburne Road  
Asheville, NC 28806

Ashley Bond  
Director of Communications & Operations  
(828) 252-8173 (w)  
[development@newcitychristian.org](mailto:development@newcitychristian.org)

### **Guidelines for Volunteers**

Would you initial after each statement to indicate that you read and understood each guideline/ expectation?

\_\_\_ 1. Volunteers are to remember that they serve as important role models before the students. Relationships between volunteers and students are to be friendly and courteous, not familial and intimate.

\_\_\_ 2. Modesty in dress and actions is encouraged. Our staff are expected to strike a balance between comfortable and professional. Volunteers can take their cues from the dress of the staff. Use good judgment. Generally, if the way you dress distracts the students for any number of reasons, it probably isn't the best thing to wear to volunteer hours.

\_\_\_ 3. Volunteers are to be careful that any physical contact and verbal exchanges with students avoid even the appearance of improper conduct. Our students tend to be physical and can easily become too physically affectionate. Volunteers need to encouraged them to maintain appropriate boundaries and calm interactions.

\_\_\_ 4. Volunteers will never be asked to be alone in the classroom with students. If the classroom teacher needs to step out for any reason, another staff member should be present in the room with the volunteer. When working one-on-one with a student, volunteers must always be certain that they are in circumstances where they are easily visible – i.e. a door always open or working in the hallway. For your protection, do not spend time behind closed doors with any student. Even bathroom doors to the hallway should be blocked open.

\_\_\_ 5. Volunteers are not permitted to travel alone in the car with only one student.

### **Expectations with Teachers/Students**

\_\_\_ 1. Always back up the teacher and quietly step in to assist the teacher in maintaining classroom order. New City's basic rules are: following directions, raise your hand for permission to speak, raise your hand for permission to leave your seat, make smart choices, and keep your dear teacher happy.

\_\_\_ 2. Model good behavior for the students.

\_\_\_ 3. Give the student some time to follow instructions on their own, then step in and assist/model correct behavior.

\_\_\_ 4. Be pro-active with the students. Don't wait for the teacher to ask you to step in, instead quietly attempt to get the student where they need to be.

\_\_\_ 5. Encourage the student to work things out on their own and to be a part of the team and a leader.

\_\_\_ 6. If there is any help needed in the classroom, the teacher will ask you. Some examples are clean up, filing, making copies, or reading to the students.

**\*We are counting on you to help us keep our expectations high for the kids. We try to create a fairly structured environment but also want to consistently extend grace. We strive daily to maintain a safe atmosphere where the children are free to make good choices as well as mistakes and be loved just the same. Thank you so much for being a vital part of our team here at New City!**



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**Volunteer Request for Criminal Records Check and Authorization**

*I hereby request and authorize the release of any information which pertains to any record of convictions contained in law enforcement files or in any criminal file maintained on me whether local, state, or federal. I hereby release local, state, and federal law enforcement agencies from any and all liability resulting from such disclosure.*

PRINT FULL NAME (NO INITIALS):

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PRINT MAIDEN NAME (IF APPLICABLE):

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CURRENT ADDRESS:

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CURRENT PHONE NUMBER: \_\_\_\_\_ CURRENT EMAIL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

LIST ALL CITIES AND STATES YOU HAVE LIVED FOR OVER A YEAR:

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Identity must be confirmed with a state driver's license or other government issued ID such as a passport or ID card.

### **Criminal History Questions:**

Physical and sexual abuse of children and young people is a serious issue. New City Christian School will require that all volunteers who come in regular contact with students have a Criminal History Background Check. New City Christian School administrators and board reserve the right to deny a volunteer contact with the students based on this background check or any other factors.

CONFIDENTIALITY: All information received regarding volunteers will be kept by the administration in a confidential file.

#### **Instructions:**

**Please circle “yes” or “no” to the following questions. If you answer “yes” to any of the following, please include information regarding the nature of the suit, offense, date, court, and disposition or other appropriate explanation. You may use the back of this page.**

1. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?

Y/N

2. Have you ever resigned from a prior position without being asked, but under circumstances involving an employer’s investigation of sexual harassment or contact with another person of mishandling of funds, or of criminal conduct?

Y/N

3. Have you ever been convicted (in civil OR criminal proceedings) of any offense involving improprieties regarding children?

Y/N

4. Have you ever been convicted of any crime involving moral turpitude (e.g. lying, cheating, or stealing) or any crime involving physical violence?

Y/N

5. Have you ever entered a court plea of guilty, a court plea of “no contest”, or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?

Y/N