



ARLINGTON
COMMUNITY ACADEMY

Arlington Community Academy Volunteer Opportunities

- ❖ Story Time in the classroom/media center (*Level II REQUIRED*)
- ❖ Design and/or create bulletin boards
- ❖ Building, grounds, classrooms maintenance
- ❖ Serve breakfast/lunch in cafeteria (*Level II REQUIRED*)
- ❖ Donate snacks, seasonal materials and other items as needed per class (\$10=1hour)
- ❖ Attend parent nights, conferences and special events
- ❖ Chaperone field trips (*Level II REEQUIRED*)
- ❖ Tutor small group of students (*Level II REQUIRED*)
- ❖ Attend Chapel
- ❖ Assist with P.E. (*Level II REQUIRED*)
- ❖ Join PTA (Parent Teacher Alliance)
- ❖ Stuff Tuesday folders for teachers

Note: All volunteers are required to undergo a BACKGROUND SCREENING. Office staff will contact you to schedule your screening.



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Volunteer Policy

Arlington Community Academy encourages parental and/or family involvement. Research shows that parental involvement is an essential element in a child's education.

Each year, parents/family members are required to serve a minimum of 10 hours per year. Any person that works with children on campus will be required to have a Level II background screening through The Department of Children and Families (DCF). Half the screening fee (approximately \$80.00) will be paid by ACA and the other half to be paid by the parent/family.

Please be advised for the safety of all children, volunteers are not permitted to be alone with a child at any time (with or without a background screening). Volunteers SHOULD NOT:

- ❖ Escort children to restrooms
- ❖ Be left alone under any circumstances with children
- ❖ Manage children on field trips without a ACA staff

If you are interested in volunteering please see the front office staff and complete the volunteer application. Return the application to the Office Manager.



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Volunteer Name _____

Child's Name _____ **Teacher Name** _____

Please check the areas in which you would like to help:

- | | | |
|--|---|---|
| <input type="checkbox"/> Classroom assistant | <input type="checkbox"/> Media Center assistant | <input type="checkbox"/> Field Trips |
| <input type="checkbox"/> Community Outreach | <input type="checkbox"/> Serve breakfast in cafeteria | <input type="checkbox"/> Serve lunch in cafeteria |
| <input type="checkbox"/> Storytelling | <input type="checkbox"/> Donate supplies/equipment | <input type="checkbox"/> Book Fair |
| <input type="checkbox"/> PTA | <input type="checkbox"/> Stuff classroom folders | <input type="checkbox"/> Adopt -a – class |
| <input type="checkbox"/> Mentoring | <input type="checkbox"/> Tutoring | <input type="checkbox"/> Office assistant |
| <input type="checkbox"/> Prayer warrior | <input type="checkbox"/> Vision/Dental screening | |

Please check the subjects you feel most comfortable in helping students:

- | | | |
|---|----------------------------------|---|
| <input type="checkbox"/> Math | <input type="checkbox"/> Science | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Music | <input type="checkbox"/> Art | <input type="checkbox"/> English/Language |
| <input type="checkbox"/> Social Studies | | |

Check the day(s) and time(s) you are available to volunteer: (check all that apply)

- Monday Tuesday Wednesday Thursday Friday Am PM

If you have any questions, please speak with the Office Manager.