



HERITAGE ACADEMY OF SCIENCE & TECHNOLOGY

1042 18TH Ave. S.E
Minneapolis, MN 55414

Volunteer Application

Name: _____

Address:

Street: _____

City: _____ State: _____ Zip Code: _____

Phone:

Home #: _____ Work #: _____

Email: _____

AREAS OF INTEREST: (check all that apply)

NOTE: Volunteers do not need to have specific skills in any of the areas of interest. We can provide training. Training is required for all volunteers, and continuous skill-building and training opportunities will be provided in all areas.

- Administration
- Hallway Monitor
- Working with parents
- After School Activities
- Sports/Gym
- Recruitment
- Other: _____

AVAILABILITY: DAYS AND TIMES

- WEEKDAYS: 8:00am-4:00pm: _____
- ANYTIME (Please specify): _____

Heritage Academy volunteers are required to undergo a background check by law.

Date of Birth: _____ Social Security #: _____

- I agree to a background check

This information will not be shared with anyone.

Signature of Volunteer: _____

Date: _____

Signature of Administrator: _____

Date: _____

Volunteer Policies & Procedures

Program Mission

We believe our children are best prepared to live in a scientific and technological world through nurturing cultural values, traditions and language, and developing academic English skills and a strong foundation in mathematics, science and technology.

Policies and Procedures

- Heritage Academy welcomes any member of the society to provide voluntary services at the school. Heritage Academy values the contribution and services of volunteers. Our volunteer program is an integral part of our school's programs as it is meant to support our programs and facilitate provision of services.
- To volunteer at the school, a volunteer is required to follow the school policies, perform assigned tasks, and provide the agreed upon voluntary services.
- The school will provide access to facilities and equipment needed to perform the voluntary services.
- A Volunteer is an individual who provides services to the school and is not eligible for any compensation or benefits. A volunteer is not an employee or agent of the school. Any member of the public is eligible as long as they meet the school requirements. Any volunteer under the age of 18 must obtain parental consent to volunteer.
- A volunteer will be assigned tasks by a school staff and is required to work under the direction and supervision of the staff member. A volunteer must obtain the written permission of the supervisor before performing other tasks or making other commitments on behalf the program.
- A volunteer is required to complete required forms and paperwork such as volunteer application and background check forms. A volunteer will only be approved to volunteer after satisfactory qualification and background check reports.
- A volunteer is required to maintain the confidentiality of any privileged information that he or she may have access to any individual or institution that may not have access to such information. This confidentiality agreement is binding during and after the expiry of the voluntary period. The volunteer may share such information only with the written consent of the school.

- A volunteer may be reimbursed for pre-approved expenses incurred while performing assigned tasks. The volunteer is required to submit expense receipts and/or other supporting documents.
- A volunteer agrees to maintain school property in good condition. A volunteer agrees to use program facilities and resources such as furniture, computers, the internet, and books, for legally and lawfully accepted purposes.
- A volunteer is required to maintain professionalism at all times while volunteering for the school. These includes but is not limited to timely performance of tasks, dressing appropriately and maintaining positive and professional relationships with students, staff, parents and others affiliated with the program.
- The voluntary services may be terminated anytime by either the school or the volunteer.
- Selection Procedures
 - The school will contact institutions, programs and individuals that may be willing to provide voluntary services. The school may also post volunteer opportunities on its website and use other strategies to reach out to volunteers.
 - After the program receives volunteer applications, volunteers that meet the school's needs and requirements will be invited for interviews.
 - After the interviews, successful volunteers will complete the required forms.
 - Successful applicants will be assigned tasks