



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 times that you are available to volunteer:

\_\_\_\_\_

Please list any experience that you have working in urban schools/with urban families:

\_\_\_\_\_

\_\_\_\_\_

Please reference our “**Volunteer Opportunities**” and indicate the area(s) that you are willing to serve in:

\_\_\_\_\_

\_\_\_\_\_

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  
[development@newcitychristian.org](mailto:development@newcitychristian.org)

## Guidelines for Volunteers

*Please initial after each statement to indicate that you have read and understood each guideline.*

\_\_\_ 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. 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 encourage students to maintain appropriate boundaries and calm interactions. **Under no circumstances should a volunteer place their hands on a student in a negative or disciplinary way.**

\_\_\_ 3. Volunteers will **never** be asked to be alone in the classroom with students, with the exception of working one-on-one in a tutoring-type situation. 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 the protection of the student and yourself, do not spend time behind closed doors with any student.

\_\_\_ 4. Volunteer drivers must transport two or more children at a time.

\_\_\_ 5. 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 during volunteer hours.

\_\_\_ 6. All volunteers will be required to submit a completed application and undergo a background check prior to their first day of volunteering. Depending on the nature of the task, volunteers may be required to undergo an additional training in working across cultural lines. Anyone having regular, direct contact with students will be required to attend this training.

## Expectations with New City Staff & Students

\_\_\_ 1. The role of the volunteer is to support the teachers and staff of New City Christian School. The role of a volunteer is **not** to be a direct line of authority in the classroom. No volunteer, at any time, should issue disciplinary actions or consequences to a student.

\_\_\_ 2. Volunteers are expected to model good behavior for New City students. Our behavior goals for our students are to be: loving, caring, attentive to the needs of others, joyful, peace-making, patient, kind, good, persevering, diligent, faithful, humble, respectful, self-controlled, grateful, hopeful, truthful and trustworthy.

\_\_\_ 3. Volunteers should encourage students to be problem-solvers, team players and strong leaders.

\_\_\_ 4. Volunteers should clarify any questions concerning tasks with the staff member who assigned the task. **Any suggestions or concerns should be submitted, in writing, to the Director of Operations.**

## **Criminal History Questions:**

Physical and sexual abuse of children and young people are serious issues. 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 or 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

## Volunteer Consent 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):

---

PRINT MAIDEN NAME (IF APPLICABLE):

---

CURRENT ADDRESS:

---

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

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

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

---

---

---

---

---

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

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

***We count on you to keep expectations high for our students. We strive to create a structured environment and to consistently extend grace. We work daily to maintain a safe atmosphere where our students are free to make good choices as well as mistakes and to be loved just the same. Thank you for dedicating your time and support to New City Christian School!***