

## REQUEST TO VOLUNTEER - Volunteers in Education

Thank you for your interest in supporting Virginia Beach City Public Schools as a school volunteer. All volunteers should complete this form and return it to the school where they wish to volunteer.



If you are a parent, family member or community member, you may use the division's online volunteer system to search volunteer opportunities by school or level at [www.vbschools.com/getconnected](http://www.vbschools.com/getconnected). Once you find an opportunity that matches your interest and expertise, you may respond directly to the posting to sign up. You may also log on this site your valuable volunteer service hours each time you volunteer for a school. Should you have additional questions or need further assistance, please contact the school directly or the Office of Community Engagement (OCE) at 263-1337.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers (home or office) \_\_\_\_\_ (cell) \_\_\_\_\_

Email \_\_\_\_\_

Occupation/Employer (if applicable) \_\_\_\_\_

Special Interests/Talents/Hobbies \_\_\_\_\_

Why are you interested in volunteering with VBCPS?

What day(s) of the week and time(s) of day are you available to volunteer?

*Please note that because school volunteers must always work under the direct supervision and at the pleasure of school staff, most volunteer opportunities are limited to regular school hours. However, some opportunities may be available to volunteer in afterschool programs or during evening events.*

*In addition, some opportunities exist to assist at home (i.e., helping to make and organize hands-on, interactive learning activities; designing/preparing materials for bulletin boards; planning/organizing for special events; etc.).*

### **Check all volunteer interests:**

- ☐ At-Home Project Assistant
- ☐ Cafeteria
- ☐ Career Education
- ☐ Clinic
- ☐ Classroom Speaker

- ☐ Computer Technology
- ☐ Field Trip Chaperone
- ☐ Greeter
- ☐ General Assistant
- ☐ English as a Second Language

- ☐ Library
- ☐ Mentor
- ☐ Office Assistant
- ☐ Special Events
- ☐ STEM

Tutor (subjects) \_\_\_\_\_

Other \_\_\_\_\_

Preferences (mark all that apply):

☐ Elementary School (K-5)

☐ Middle School (6-8)

☐ High School (9-12)

Please List Preferred Schools \_\_\_\_\_

Are you 55 years or older? ☐ Yes ☐ No

*If so, you are eligible to enroll in the Golden Circle Program. Please contact any Virginia Beach public school or the Division's Office of Community Engagement for more information.*

By submitting this application to volunteer in Virginia Beach City Public Schools, I do hereby certify that I have never been convicted of a felony offense or any offense involving the sexual molestation or physical or sexual abuse of a child. I also expressly agree to notify Virginia Beach City Public Schools within 24 hours of an arrest for any such criminal offense. I also understand that I will be required to check in at the welcome desk inside the main entrance of any school each time I volunteer as part of Virginia Beach City Public Schools' safe schools practices. (See [www.vbschools.com/visitorcheckin](http://www.vbschools.com/visitorcheckin) for more information.)

I further acknowledge that I have read the *Guidelines for Volunteers and Partners in Education* and understand that I volunteer at the pleasure of the school principal and agree to adhere to all School Board policies and Virginia Beach City Public Schools Code of Ethics.

Volunteer Signature \_\_\_\_\_ Date: \_\_\_\_\_

OCE Staff to Complete:

Name of School/Department \_\_\_\_\_

Staff/Facilitator's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Staff/Facilitator's Name/Title \_\_\_\_\_ Date: \_\_\_\_\_

**STAFF USE ONLY (Use for applicants that volunteer hours outside of regular school hours.)**

I have **verified** this volunteer against the Virginia State Police Sex Offender Registry. \_\_\_\_\_ (initials)

Please return this form to the school where you would like to volunteer. If you have not selected a school, please send to:

**Betsy Scales**, Administrative Office Associate  
Office of Community Engagement

Virginia Beach City Public Schools • 2512 George Mason Drive • Virginia Beach, Virginia 23456  
Phone 263-1337 • Fax 263-1009 • [Betsy.Scales@vbschools.com](mailto:Betsy.Scales@vbschools.com)