



Volunteer Packet

Mountain Home Christian Academy

VOLUNTEER GUIDELINES

In order to provide the best atmosphere for volunteers, MHCA staff, and particularly students, the following guidelines have been established. MHCA appreciates your attention to detail in these matters. Thank you for your service!

What is a MHCA Volunteer?

A person having contact with MHCA students who gives his/her time in any aspect of campus life is considered a volunteer. This includes, but is not limited to event volunteers, sports volunteers, field trip chaperones, as well as office, library, lunch and classroom helpers.

What paperwork must be completed?

All new as well as returning volunteers must complete a volunteer application & paperwork which must be processed yearly through the MHCA front office before volunteering can begin. It is advisable to submit completed applications as soon as possible to avoid delay as it may take up to three full weeks to fully process paperwork. Mountain Home Christian Academy Volunteers must complete the Volunteer Application as well as completing the necessary background check process.

Scheduling:

Please complete the Volunteer Interest Form included with this packet and the administration will contact you. The number of volunteers and volunteer hours are scheduled according to the needs of the area of service (office, lunch room, library, etc.). Please respect the agreed upon schedule as coming earlier or staying later may disrupt the classroom. Maintain as consistent a schedule as possible. If you cannot serve on your scheduled day, please contact the front office in as timely a manner as possible so we can inform the person expecting you.

Dress Code:

In order to set an example for our students of what we believe dress should demonstrate, our faculty and staff abide by a dress code that enforces modest attire. We respectfully request that parents and guests assist us in this teaching by dressing modestly and appropriately while on campus, at athletics activities, at school functions, or participating in field trips. We ask that everyone within the MHCA community use these simple guidelines when coming on campus or attending MHCA events:

- All tops must have sleeves that cover shoulders
- No cleavage or belly should show
- Shorts, dresses, and skirts must be no shorter than 2" above the knee

Etiquette:

Cell Phones:

Please keep cell phones on vibrate/silent mode. If you must answer the phone, step outside to take the call in order not to disrupt or disturb the students and classroom environment.

Classroom Communication:

Each staff member will discuss specific volunteer routines that are applicable for their area. This will help you to know what to do without having to disrupt the staff member from their primary task. Be willing to work outside the classroom if necessary due to space or schedule restraints. Some of the areas available for volunteer work include the resource room, commons, library, and other designated areas.

Do not conference with a teacher about your student while volunteering on campus. Conferences with a teacher regarding your child's progress/behavior should be scheduled at another time

Volunteer Conduct:

As an example to our students, please be sure to conduct your conversation in a worthy manner. Ephesians 4:29 & 32 –“Do not let an unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.... Be kind and compassionate to one another, forgiving each other, just as Christ God forgave you.”

Student Privacy:

Volunteers are not permitted to grade tests or put grades in physical or digital grade books. Sharing student's performance and behavior with other parents and/or children is unacceptable.

Thank you for your cooperation. Please feel free to contact the front office with any questions.

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Expectations for Volunteers

Goal: Set the spiritual & academic tone of your classroom or activity by modeling godly character, & through loving authority & instructional preparation. Build & maintain healthy relationships with students, parents, fellow staff, and the community, as well as the MHCA Board and Administration.

1. Must have a genuine commitment to Jesus Christ.
2. Model Christ-like behavior and evidence spiritual fruit, consistent with age & maturity, through exercising Christian disciplines on a personal level.
3. Be mindful that MHCA is a non-denominational Christian school. No doctrine specific to a particular denomination or personal conviction is to be taught. These questions should be directed to the parents & the church where the student attends. Communicate with the administration on concerns or with questions.
4. Be mindful of the benefit you provide others and the honor you bring to both the Lord and the academy. You are a representative of both the Lord and the academy.
5. Greet everyone you know personally by name if possible.
6. Smile & have a positive, cheery disposition.
7. Speak with firm authority when necessary but not abrasively or with a loudly raised voice.
8. Ask God for creativity when teaching, & vision for your class.
9. Be familiar with MHCA handbooks and uphold the academy standards.
10. Model good stewardship of the facilities & grounds.
11. Maintain a clean area, put away any items when finished using them, turn off anything electronic you turned on, adjust thermostats etc.
12. Be alert to the safety & security of students while on the MHCA campus.
13. Seize every opportunity to point out acts of service, milestones, birthdays, and improvements students have made.
14. Submit to administration suggestions for volunteer services of guest lecturers from academic institutions, industry, and other establishments to supplement curriculum in the presentation of classes. (Bible, science, history, computers, keyboarding, arts & crafts, woodworking, choir, PE, etc.)
15. Help maintain the instruction & modeling of good character, respect, and manners among the students. Do not tolerate disrespect, bullying, nor unruly behavior and/or defiance. Encourage use of the "Golden Rule".
16. Recommend to the administration any community service opportunities for MHCA to initiate or participate in that you have sought out or are aware of. (See MHCA policies regarding this.)
17. Be a cheerleader for MHCA – encourage parents, staff, volunteers, students, to be involved in some aspect of the school - verbally as well as through example, by working beside and with, in academy endeavors such as fund-raisers, work days, public relations, community service.
18. Return any phone calls in a timely manner.
19. Promote & build a class team: no favoritism to students or families.
20. Cooperate with the MHCA Board & Administration in carrying out the vision & policies of the academy and attempt to be positive and constructive in all matters affecting the academy.

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VOLUNTEER APPLICATION

Upon receipt of this form, MHCA will run a background check on the person listed below. This form must contain your FULL LEGAL NAME (INCLUDING MIDDLE NAME AND MAIDEN NAME), date of birth, and driver's license number. MHCA will not be able to process the necessary reports without this information.

Please **Print Legibly**

I am a: Parent/Guardian ___ Relative ___ Community Member ___

Full legal name: _____
Last name First Name Middle Name Maiden/Other Name Used

Date of Birth: ___/___/___
Month Day Year Gender: Male ___ Female ___

Driver's License Number _____ State issuing Driver's License _____

Address _____ City, State, Zip _____

Primary Phone: (Circle) Home Work Cell _____ Other phone(optional): (Circle) Home Work Cell _____

Email Address _____

Emergency Contact Name: _____ Phone: _____

CHRISTIAN BACKGROUND

Name of church you currently attend _____

Pastor _____ May we phone him/her? ___

Have you accepted Jesus Christ as your personal Lord and Savior? ___
If yes, when? _____

Have you ever been convicted of a felony? Yes No If yes, give date and details

Mountain Home Christian Academy (MHCA) seeks to create a safe sanctuary for students, free from crime, violence, drugs and abuse. MHCA shall obtain the criminal history record of prospective volunteers who will work with students and/or have access to student information.

This application authorizes, gives consent for release of personal information and acknowledges that MHCA may now or at any time the applicant is in volunteer service conduct investigations whether the records consist of public, private or confidential nature. These investigations may include, but are not limited to, driving records, educational reference, personal reference, name verification, civil court records, felony criminal history, misdemeanor criminal history and federal, state or extended records.

I understand that these searches will be used to determine volunteer work eligibility at MHCA. Therefore, I authorize and consent to full release of records to the authorized representatives of the school. In addition, I release and discharge MHCA and its agents to the full extent permitted by law from any claims, damages, losses, liabilities, expense or any other charges or complaints filed with any agency arising from retrieving and reporting this information.

Signature _____

Date _____

As a Mountain Home Christian Academy volunteer, I understand that I may be privy to personal and/or confidential information regarding students and their families. I understand that staff members may share such information only on a "need to know" basis so that I can effectively perform volunteer duties. I understand and agree that, in the performance of my duties as a volunteer of MHCA, I must hold all student and student family information in strictest confidence. My responsibility is to work as helpfully and harmoniously as possible with staff members and other MHCA volunteers. I will labor to do all I can to bring honor and glory to the Lord Jesus Christ and to uphold the mission of MHCA as outlined in the mission statement and expectations statements.

I have read the Volunteer Guidelines and agree to uphold MHCA's position on dress code and Christian conduct. Initials _____

I certify that the information given on this form is true and correct to the best of my knowledge.

Applicant's Signature _____ Date _____

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VOLUNTEER INTEREST FORM

Name: (Please print.) _____

Please review the following volunteer opportunities and indicate areas in which you are interested in serving.

- _____ Art Volunteer
- _____ Athletic coaching/assisting
- _____ Christmas Program/Play
- _____ Donuts with Dad
- _____ Fair Booth
- _____ Father/Daughter Ball Volunteer
- _____ Field Trip Chaperone
- _____ Front Office Volunteer
- _____ Grandparents Day
- _____ High School Math Tutoring Volunteer
- _____ High School Science Labs Assistant
- _____ Lunch Room Volunteer
- _____ Library Volunteer
- _____ Muffins with Mom
- _____ Music Volunteer
- _____ P. E. Volunteer
- _____ Room Mothers
- _____ School Pictures Volunteer
- _____ Sports Volunteer
- _____ Spring Programs
- _____ Teacher Appreciation Week

Other _____

(Please list additional areas of interest)

Please return this completed form to Mountain Home Christian Academy's front office.