



NORTHWEST FLORIDA
STATE COLLEGE

March 31, 2016

Dear Kids on Campus Volunteer,

Thank you for your interest in volunteering for our program this summer. We have a limited number of spaces available this year, so please return your paperwork as soon as possible.

Enclosed you will find a Volunteer Data Sheet, as well as the types of classes we are offering this summer. Please choose three types of classes that interest you most. You might not be placed in exactly those classes, but it will give us an idea about the general area that will work best for you.

You will also find the Kids on Campus Volunteer Rules and Procedures, the Kids on Campus Volunteer Oath, and the NWF State College Anti-Drug Policy. Please read through them carefully and understand what you are signing before you return the forms.

Please scan and email the **Volunteer Data Sheet**, the **NWF State College Anti-Drug Policy**, and the **Kids on Campus Volunteer Oath** to huffa3@nwfsc.edu or return to the Kids on Campus Office by **May 2, 2016** to:

Northwest Florida State College
Attn: Kids on Campus – SSC 253 or 249
100 College Boulevard
Niceville, FL 32578

Since we have a limited number of volunteer spaces available, we cannot guarantee you a spot if you get your paperwork in after the deadline. **There will be a Mandatory Volunteer Orientation on Wednesday, June 8th from 9:00 a.m. – 1:00 p.m. at the Niceville Campus, Bldg. 400, Student Services Center, Room 132.**

Again, thank you for your interest in our program. We are looking forward to a great summer!

Sincerely,

Session Dates for 2016:

Session 1 - June 13-23

Session 2 - July 11-21

Carmen Edwards
Kids on Campus
729-6086

Kids on Campus Volunteer Rules and Procedures

- **Dress appropriately!** Follow the same dress code you would in school, and remember that you will be working with children. Girls, please make appropriate choices regarding summer clothing. Shirts should not be revealing, low-cut, see-through, or backless. Shorts should be modest. Guys, please do not wear hats inside the buildings or classrooms.
- **Please be on time.** If you are a morning or all day volunteer, please arrive no later than 8:45 a.m. If you are an afternoon volunteer, please arrive by 12:15 p.m. If you are going to be late or absent, please call us and leave a message and phone number to call if no one answers the phone.
- **Sign in and out** so we have a record of your hours. The timesheet notebook will be at the Volunteer Station.
- **Lunch** - If you are an all-day volunteer, you will need to provide lunch for yourself. You may bring your lunch or buy a lunch from the kitchen. Also, please remember that lunch is over at 12:30 and you need to be through with your lunch and ready to work again.
- **Your job is to assist** the teachers in any way that they need you. Please be as helpful as possible, ask your teacher what needs to be done. Please remember that there are children in class watching everything you do and looking up to you. Be a good role model.
- **Please do not try to handle discipline issues.** If something happens, let the teacher or program director know immediately.
- **All volunteers are responsible for walking students to and from classes every day.** Please make sure you have your class sign and that you hold it up so it can be seen. Also, stand where you can be seen. Do not leave with your new class until you are signaled to do so. If you have more than one volunteer in your class, take turns walking the classes in and out. More details about where you will go for class changes will be given at the Volunteer Orientation.
- **Be helpful to the students.** Sometimes they will need you to assist them in class, give them directions, point them in the right direction to find their next volunteer, or you might need to take them to Ms. Laura, Ms. Alisha or Ms. Carmen in the Kids on Campus Office after you have walked your class to the classroom.
- **Please do not bring games, radios, etc.** The kids are not supposed to have them, so you should set a good example and leave them at home too. Cell phones are to be silent and out of sight. Give your parents our phone numbers and they can get messages to you during class hours through us.
- **Please wear your nametag every day.** If you lose it or forget it, please stop by the Kids on Campus Office to get a new one.
- **If you are volunteering in an outside class,** please bring water, sunscreen, and possibly a hat to protect yourself from the heat.
- **Please call us if you are going to be absent.** If you know you are going out of town, please let us know as soon as possible. If you are sick, please call us first thing that morning. Leave a voicemail and phone number to call if we don't answer. The earlier we know, the sooner we can find a replacement for you, if necessary.

**Northwest Florida State College
Kids on Campus Volunteer Data Sheet**

Please complete the following (PRINT):

Name	Age	Grade Entering
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Mailing Address	City	State	Zip Code	Phone
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Email: _____

Current school you attend: _____

Emergency Contact Information:

Name	Phone Number	Relationship
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Please circle the session(s) you are interested in volunteering in:

Session 1: June 13 – June 23 Session 2: July 11 - 21

Please circle which hours you would you like to volunteer?

Session 1:

Session 2:

Morning (8:30 – 11:50)

Morning (8:30 – 11:50)

Afternoon (12:30 – 3:30)

Afternoon (12:30 – 3:30)

All day (8:30 – 3:30)

All day (8:30 – 3:30)

Please list 3 areas you are interested in volunteering in. Your choices are art, technology, dance, music, writing, science, sports, or theater.

1. _____

2. _____

3. _____

Please return this data sheet, the Kids on Campus Oath, and the Antidrug Policy Statement to:

**Northwest Florida State College
Attn: Kids on Campus – SSC 249
100 College Boulevard
Niceville, FL 32578
huffa3@nwfsc.edu**



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KIDS ON CAMPUS VOLUNTEER OATH

I _____, as a Kids on Campus volunteer, promise to adhere to the NWF State College campus rules. I will do my best to present myself in the most positive manner to all students, faculty, staff, and other Kids on Campus volunteers. I will follow the Kids on Campus Volunteer rules and procedures to the best of my ability and will do the utmost to act as a role model to all attending Kids on Campus students. If I fail to adhere to this oath, I agree to have my volunteer hours revoked and/or be dismissed from the Kids on Campus Program.

Volunteer Signature

Date



NORTHWEST FLORIDA
STATE COLLEGE

ANTIDRUG POLICY STATEMENT

PURSUANT TO THE DRUG-FREE WORKPLACE ACT OF 1988, P.L. NO. 100-690 (1988)

NOTICE TO ALL EMPLOYEES AND VOLUNTEER WORKERS

Northwest Florida State College is firmly committed to maintaining a drug-free workplace. Employees and consultants are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace while officially representing the College. Violation of this policy will subject the employee or consultant to appropriate disciplinary action up to and including termination of employment. Violators may also be required to participate in an approved drug abuse assistance or rehabilitation program.

Employees must notify the College immediately (and in no event more than 5 days) after their conviction (or plea of guilty or No Contest) on a charge under any criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance in the workplace and/or while officially representing the College.

Compliance with this policy statement is a condition of employment with Northwest Florida State College as an organization receiving federal grants and contracts.

I certify that I have read and understand the above statement and acknowledge that this form will be placed in my official Personnel File.

Name: Last, First, Middle (Please type or
print)

Signature

Date

(9/08)