



# NORTHWEST FLORIDA STATE COLLEGE

100 College Boulevard East • Niceville, FL 32578-1295 • (850) 678-5111 • [www.nwfsc.edu](http://www.nwfsc.edu)

March 2018

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. **Please Note: You must be available to volunteer for an entire session to be considered. We are unable to accommodate volunteers who cannot be here through an entire session.**

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 [koc@nwfsc.edu](mailto:koc@nwfsc.edu) or return to the Kids on Campus Office by **May 21, 2018** to:

**Northwest Florida State College  
Attn: Kids on Campus  
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. You will receive more information about this orientation once your paperwork has been received and processed.

**There will be a Mandatory Volunteer Orientation on Tuesday June 5th from 9:30 a.m. – 12:00 p.m. at the Niceville Campus, Bldg. 400, Student Services Center, Room 302.**

**If you can stay after orientation, we are looking for volunteers to help get ready for the 1<sup>st</sup> day of camp.**

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

**Session Dates for 2018:**

**Session 1 – June 11-21**

**Session 2 – July 9-19**

Sincerely,

Holly Troxell  
Kids on Campus  
729-6086



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## 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 cannot be revealing, low-cut, see-through, or backless. Shorts must 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. **729-6086**
- **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. Holly in the Kids on Campus Office after you have walked your class to the classroom.
- **Cell phones** are to be silent and out of sight. Give your parents our phone number **729-6086** 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. **729-6086**



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

Please complete the following (**PRINT**):

Name (First)	(Last)	Age	Grade Entering
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Mailing Address:	City	State	Zip Code	Phone
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Volunteer Email: \_\_\_\_\_

Current school you attend: \_\_\_\_\_

Emergency Contact Information: **Parent/ Guardian Email** \_\_\_\_\_

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

**Session 1: June 11– June 21    Session 2: July 9--July 19**

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 (**please list any computer skills**), Dance, Music, Science, Sports, or Theater.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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**Medical Information for Volunteer Name:** \_\_\_\_\_

Known Allergies/Medications:

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Special Medical Conditions or Needs: \_\_\_\_\_

**Medical Release:**

As the natural parents and/or legal custodians of the above named child, I give Northwest Florida State College Authorization to seek emergency care and treatment, according to its best judgment, for the well-being of my/our above named child.

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Parent/Custodian Signature

Date

**Permission to Use Photographs and/or Other Personal Information:**

I give Northwest Florida State College the absolute and irrevocable right to use my child's photograph(s) as recorded on film, video or other medium, and to identify me by name, if deemed appropriate by the college, in all forms, manner and media, including but not limited to, display, illustration, advertising, promotion, electronic transmission for other college purposes. For these purposes, I relinquish my personal rights under the Family Educational Rights and Privacy Laws and release NWF State College from any liability for the aforesaid use. I understand that said photograph(s) shall be the sole property of NWF State College and may be copyrighted in its own name or any other name it may choose.

**Yes**

**No**

*Students will not be photographed/videotaped for any class projects or performances without this signed release being marked "yes".*

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Parent/Custodian Signature

Date



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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



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## 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)