

VOLUNTEER RECORD

10444 Tillery Road, Spring Hill, Florida 34608
 (352)688-5092, info@gulfcoastacademy.org
www.gulfcoastacademy.org

Terms:

- Volunteer at Your Own Risk
- Two Credits Per Volunteer Hour
- Bring a Sack Lunch
- Cannot Volunteer when school would normally be in session.

** Lib. Hours: 9:30—5 M,W,R, F, Sa or 12—8 Tu

Transportation:

On Your Own

G = Good
 F = Fair
 P = Poor

PR = Parent Required



Locations Available:

Humane Society 796-2711 (Rory) **PR**
 SPCA 596-7000 **PR**
 Moose Lodge 686-5666 (Shirley)
 Teen Court 540-6263 (John A. Heyne)
 Botanical Gardens 597-1415 (Gloria Nadeau)
 688-4131 (Jim/Jean Erikson)
 Library Spring Hill 540-6374 (Karen Steuer) **
 American Legion 597-1570 (Rich Slajchert)
 American Legion 428-9275 (Lisa)

You must use this form when you volunteer for GCA!!

Student Name / Team (Please Print) ** WHO **

Volunteer Location	Volunteer Date	Volunteer Activity (What Did You Do??)	Start Time / End Time	Signature and Telephone of Adult Supervisor
Day 1 _____ ** WHERE **	_____ ** WHEN **	_____ ** WHAT **	_____ Start Time _____ End Time _____ Printed Name of Supervisor	Behavior G F P Total Hours of Actual Work: _____ _____ Telephone# _____ Signature
Day 2 _____ ** WHERE **	_____ ** WHEN **	_____ ** WHAT **	_____ Start Time _____ End Time _____ Printed Name of Supervisor	Behavior G F P Total Hours of Actual Work: _____ _____ Telephone# _____ Signature
Day 3 _____ ** WHERE **	_____ ** WHEN **	_____ ** WHAT **	_____ Start Time _____ End Time _____ Printed Name of Supervisor	Behavior G F P Total Hours of Actual Work: _____ _____ Telephone# _____ Signature



Family Volunteer Affidavit

Gulf Coast Academy of Science and Technology
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Applicant's Name: _____

Parent Guardian 1: _____ Phone: _____

Parent Guardian 2: _____ Phone: _____

I agree to provide volunteer services to the school as a condition of my child's attendance for the current and subsequent school years. I will contact the school's directors each month in order to make arrangements to fulfill my volunteer requirements. I understand that school volunteers who work with the students must be cleared through a background investigation and may be fingerprinted. I further understand that while working as a volunteer for the school, I must follow the school's rules and policies including the dress code. I understand that volunteers are not authorized to discipline students, students who misbehave must be referred to a school staff member if a disciplinary situation arises.

Minimum monthly volunteer requirement: 4 hours

Parent/Guardian 1 Signature

____/____/____
Date

Parent/Guardian 2 Signature

____/____/____
Date

I can assist the school by...

Volunteer Policy:

- The local background check "Volunteers in Education" form through the Hernando County Sheriff's Office are required to be filled out and submitted to the Sheriff's Office.
- Those parents that fail the background check will have to find an alternative way to volunteer under the directors guidance or can follow the steps dictated to rebut that record and be able to volunteer or have another family member honor the volunteer commitment.
- Banking hours (volunteer hours earned in one month applied to a future month) is also acceptable for long-term and large projects with pre-approval from the directors.
- Quarterly volunteer updates will be issued in writing and will be included in the report card tracking form to be signed by the parent.
- Parents who fail to return the signed volunteer update after seven days will warrant a certified letter as documentation for failure to comply and will be contacted to remedy the situation.
- Parents who fail to meet the minimum requirement for volunteer hours will have their student dismissed from extra-curricular activities, including dances, Saturday Exploration Activities, and special events. These parents will also have to make up the hours before the end of the school year in order to have their child advance automatically to the next grade level.
- Sixth and Seventh grade parents who fail to satisfy the volunteer requirement will have their child dismissed from automatic enrollment the next school year.
- Eighth grade parents who fail to satisfy the volunteer requirement will have their child restricted from any extra school activities including the eighth grade trip and graduation.



Gulf Coast Academy of Science and Technology

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VOLUNTEER LETTER #1

September 20, 2006

TO: Parents or Guardians of: **STUDENT NAME**

FR: GCA Administrative Team

RE: Volunteer Hours 2006—2007

Number of Volunteer Hours Contributed for the 2006—2007 School Year: ##

As a non-traditional charter school we rely on volunteerism for the many tasks that support the educational program and mission of the school. The school's volunteer requirement is also a reasonable four hours per month which equates to only one hour or normally one function/task per week. **The volunteers make it possible for the school to offer a superior educational product by devoting its resources for the educational aspects of the school.**

You are receiving this letter to remind you of your recurring volunteer commitment. We have an unending list of opportunities available for you to help the school fulfill its educational mission. Please call our Administrative Assistant, Mrs. Diane Guillen to schedule your volunteer contribution.

While the list below represents a sample of some of volunteer opportunities available at this time, it is by no means comprehensive as many new volunteer needs arrive on a daily basis.

AM Bus Transfer Agent

Lunch Distribution Crew

Bus Compound Transfer Agent

Library Assistant

Reading Coach*

PM Bus Transfer Agent

Cleaning Crew

Special Event Coordinator

Tech Lab Supervision

Purchasing Agent

Lunch Recovery Crew

Floor Mopping

Bowl—A—Thon Supervisor

Math/Reading Tutor*

MORE!

* Special Skills / Interview Required

Sincerely,

The Gulf Academy Administrative Team and Gulf Coast Academy Board of Directors

info@gulfcoastacademy.org
http://www.gulfcoastacademy.org



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April 25, 2007

Volunteer Letter #2

To the parents/guardians of : **Tyler Burke**

As a non-traditional charter school we rely on volunteerism to accomplish the many tasks that support the educational program and mission of the school. The school's volunteer requirement is a reasonable four hours per month, which equates to only one hour or normally one function or task per week. **The volunteers make it possible for the school to offer a superior educational product by focusing its financial resources on the educational program.**

Prior to this letter you have received Volunteer Deficiency Notification Letter #1, but have not taken measures to bring your volunteer status into good standing. As a reminder, your volunteer agreement with GCA states: **"I will contact the school's directors each month in order to make arrangements to fulfill my volunteer requirements."**

This letter is being issued to those students' parents who are behind on their volunteer hours. Please rectify this situation immediately by contacting the school and establishing a routine schedule for one of the various tasks that are necessary for the smooth operation of your child's school.

A list of volunteer activities appears below:

(Please call the school to schedule hours and for more details.)

- Lunch Distribution (DAILY)
- Morning Bus Driver Transport to/from Compound
- Afternoon Bus Driver Transport to/from Compound
- Mopping Tile Floor (DAILY)
- Classroom and Restroom Recovery (DAILY)
- Special Events (Hernando County Fair)
- Purchasing Agent (Sam's Club, Office Depot, Home Depot, Lowes)
- Air Filter Maintenance and Periodic Replacement
- Light Carpentry Work (Picnic Table Maintenance)
- Drywall Painting and Repair
- Hanging Photos and Posters

Sincerely,

The Gulf Academy Administrative Team and Gulf Coast Academy Board of Directors

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January 26th, 2006

Dear Parent/Guardian,

After repeated attempts to notify you regarding your lack of volunteer hours regrettably it has become necessary for us to enforce the policy of the Gulf Coast Academy Board of Directors regarding the mandatory volunteerism as part of your agreement with us. The volunteer agreement that you signed and agreed to abide by when you enrolled your child in this school clearly states:

“I agree to provide volunteer services to the school as a condition of my child’s attendance for the current and subsequent school years.”

You have been notified of the status of your volunteerism at the beginning of each and every quarter since the school year has begun and throughout the school year with several phone calls and volunteer status reports. In addition to these measures, your volunteer agreement states:

“I will contact the school’s directors each month in order to make arrangements to fulfill my volunteer requirements. “

As a non-traditional charter school we rely on volunteerism for the many tasks that support the educational program and mission of the school. The school’s volunteer requirement is also a reasonable four hours per month which equates to only one hour or normally one function/task per week. **The volunteers make it possible for the school to offer a superior educational product by devoting its resources for the educational aspects of the school.**

Your lack of volunteerism is a breach of the agreement you made with the school when enrolling your child. Many busy parents make personal sacrifices of their time and talent in order to honor their agreement. **As a matter of fairness and equality to those parents who continue to make sacrifices on a daily basis for the betterment of the school we are enforcing this volunteer agreement.**

Unfortunately, it is our obligation to inform you that your child’s automatic enrollment for the next school year has been rescinded and you must reapply to be considered with the pool of applicants awaiting educational placement at Gulf Coast Academy. Should you fail to reapply Gulf Coast Academy will withdraw your child and forward their records to their locally zoned middle school.

Sincerely,

The Gulf Academy Administrative Team and Gulf Coast Academy Board of Directors

info@gulfcoastacademy.org
http://www.gulfcoastacademy.org



THE SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA
 Volunteers In Education – 801 North Broad Street – Brooksville, FL 34601
 (352) 797-7017 Fax (352) 797-7117



We are delighted to process your application with the Volunteers In Education program.

- Please **complete both sides of this form**. Incomplete forms will not be accepted for processing.
- Be aware that a criminal background check will be performed. We provide this service to maximize the safety of our students. Also note that some of the information on this form may be subject to Florida’s Public Records Act.
- Additionally, as an applicant to become a school volunteer, you may be randomly selected to submit to the digital fingerprinting process as conducted by the Hernando County School Board.

Thank you for offering your time, talents, and skills to enhance the education of Hernando County School students.

Today’s Date: _____

PLEASE PRINT: Please complete all fields that apply. Any incomplete applications will be returned to the school unapproved.

Last Name (As it appears on your FL License / ID)	First Name	MI	Birth date	Social Security Number
Address			City	Zip
Florida Driver’s License OR Florida State ID OR	Hernando Co. Student No.		()	Home Phone
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Race: <input type="checkbox"/> W <input type="checkbox"/> B <input type="checkbox"/> H <input type="checkbox"/> A Other		()	Cell Phone
Please check one		Please check one		
Emergency contact: Name	Phone Number		Email Address	

VOLUNTEER WORK PREFERENCE: (Please check your greatest interest)

- | | | | | |
|------------------------------------|---|---|--|------------------------------------|
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Band / Music | <input type="checkbox"/> Cafeteria Helper | <input type="checkbox"/> Chaperone | <input type="checkbox"/> Classroom |
| <input type="checkbox"/> Clubs | <input type="checkbox"/> Library / Media Helper | <input type="checkbox"/> Mentoring / Tutoring | <input type="checkbox"/> Office / Clerical | |

*The following must be pre-approved: *Volunteer Coach *Reading Buddy *Health Screening

LIST BELOW ALL CHILDREN FOR WHOM YOU WILL BE VOLUNTEERING AND THE SCHOOLS THEY ATTEND.

Sheriff’s Department Stamp

Sheriff’s Department Stamp

How long have you lived in Hernando County? _____

As part of your volunteer record, a criminal history check will be conducted. A prior criminal record may or may not result in your disqualification for volunteering, **but a failure to disclose your record WILL DISQUALIFY you from volunteering.** You must list on your application for volunteering all adult and juvenile misdemeanors, felonies or other criminal offenses other than non-criminal traffic violations. (DUI and reckless driving are criminal offenses.)

For the safety and protection of our students, please answer the following:

1. YES NO Have you ever been convicted and/or found guilty of a criminal offense in a court of law?
2. YES NO Have you ever entered a plea of "guilty" in a court of law to any criminal offense?
3. YES NO Have you ever had an "Adjudication Withheld" by a court of law?
4. YES NO Have you ever entered a plea of "Nolo Contendere" (no contest) to a criminal offense in a court of law?
5. YES NO Have you ever been enrolled in a pre-trial diversion program?
6. YES NO Have you ever been arrested or charged with a criminal offense where after you were acquitted (found not guilty) of the charge(s), or where the charge(s) were later withdrawn, dropped or "Nolle Prosequi" (not prosecuted)?
7. YES NO Are you currently under indictment or the subject of any other pending legal proceeding for a criminal offense?
8. YES NO Are you currently under investigation by any local, county, state, federal or international agency for any reason?
9. YES NO Are you currently considered a fugitive from justice by any local, county, state, federal, or international agency that may hold valid warrants for your arrest and/or apprehension?
10. YES NO Are you currently serving probation, parole, or community service as part of a court-ordered sentence and/or disposition?
11. YES NO Have you ever forfeited bond/bail due to failure to appear for a court proceeding?
12. YES NO Is your driver's license currently suspended or revoked?

If you answered "YES" to any question 1 – 12 above, you must list on a separate piece of paper each and ALL charges or offenses, including dates, city, and state where the offense(s) occurred. Also include an explanation of each charge or offense in your own words, including the final outcome. Please attach the information, along with copies of final court dispositions, probation records, and any other official documentation supporting your explanation to this application form. Paperwork, along with the application, can be mailed directly to the VIE office at the address on the front of this form or returned to your child's school.

Safe School Disqualification List:

Assault of any type, domestic violence, arson, drugs sale/possession, prostitution, DUI/DWI (two or more charges), burglary, carrying a concealed weapon, child abuse, contributing to the delinquency of a minor, felony (any type), grand larceny, incest, lewd and lascivious act, sexual offenses (regardless of victim's age), or violent crime – of any type.

This list of disqualifying offenses is not exclusive and there may be other criminal history that could disqualify an applicant.

Your signature below releases the School Board of Hernando County from liability or damages which may result from any personal background search. It furthermore authorizes any State or local law enforcement agency to release criminal history to the District including, but not limited to, juvenile criminal history. In addition, your signature verifies you are not an employee of the school board of Hernando County, Florida. Your signature below acknowledges your agreement that any and all information you receive while a volunteer for the Hernando County School Board concerning the Hernando County School District, its employees and students is confidential and may not be disclosed to any person.

Please contact the VIE office at 797-7017 within 48 hours of an arrest or new charge as it may or may not have an adverse effect on your volunteer status.

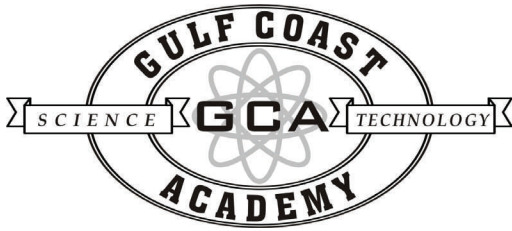
Signature of Volunteer upon completion of application after reading the above

Signature of Parent/Guardian if Volunteer is a minor

To be completed by the school:

Name of School Phone Teacher

Signature of Volunteer Coordinator (valid only if signed) Date



Gulf Coast Academy of Science and Technology

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June 14, 2006

Hello!

We hope your summer is going well and that you are getting some time in the sun. I have some good news and some bad news with regard to your volunteer hours. The bad news is that you ended the school year with a "negative balance" meaning that you owe some of your volunteer time to the school from the 2005 - 2006 school year. **The good news is that we have lots of volunteer opportunities over the summer!**

We work every day during the summer (except for major holidays) from 8:30AM until 3:30PM (and sometimes longer!) So please make an appointment with Mrs. Diane as soon as you get this letter so that she can set you up with a specific summer task.

Please refer to the attached volunteer record to determine how many hours you owe.

Best regards! -- The GCA Administrative Team

Contact Information:

Mrs. Diane Guillen, Administrative Assistant

(352) 688-5092

8:30AM - 3:30PM Monday through Friday

Closed July 4th

Major Upcoming Projects:

- Painting the Science Room
- Picnic Area Maintenance
- Floor Recovery
- Empty English Room
- Re-Carpet English Room
- Summer School Room Recovery After 2:00PM Tuesday & Wednesday
- Clean Baseboards
- Drywall Repairs
- Clean Windows, Doors, Blinds
- Paint Binder Shelf
- Paint Touch-Up
- Periodic Restroom Recovery

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