

MidCity Excellence Community Learning Center

Volunteer Registration

Thank you for making the decision to invest your time at MidCity Excellence. Please take a moment to complete the information below. Again, thank you and welcome.

DATE: _____

LAST NAME: _____ FIRST NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER: _____ DATE OF BIRTH: ____/____/____

EMAIL ADDRESS: _____

ARE YOU WITH AN ORGANIZATION: YES NO

What is the name of your organization: _____

Emergency Contact Information: In the event of an emergency who do we call, what should we know?

NAME: _____ RELATION: _____

PHONE NUMBER: _____

ADDRESS: _____ CITY: _____ ST: _____

DO YOU HAVE ALLERGIES: YES NO LIST: _____

LIST ANY KNOWN MEDICAL CONDITIONS THAT PRESENT THEMSELVES AT ANY GIVEN TIME:

OFFICE USE:

Identification on file: _____

Background Ref on File: _____



Subject: Volunteer Guidelines
To: Volunteers at MidCity Excellence Community Learning Center

The staff at MidCity Excellence would like to thank you for your decision to invest your time in our program and participants. It is very important however to maintain the safety of those involved in our programs. Below are guidelines we ask that you follow while you are volunteering at MidCity Excellence. Please feel free to speak with the CEO or Program Director if you have any questions.

Volunteers Guidelines:

- Please complete the volunteer registration form and the background check.
- Volunteers must check in with a member of staff upon arrival and departure
- Sign in and sign out of the volunteers log each time that you volunteer
- Interactions with students must be positive and age-appropriate
- Assist with enrichment class activities, computers, or other duties as assigned
- Follow the dress code as set forth in the employee manual
- Candy, food, and medicines are not to be given or shared with anyone involved with the program including participants, staff, volunteers, etc.
- Volunteers are not to give rides, leave the site, or meet with a program participant off-site. Volunteers are not to contact program participants via phone, email, text, or on social media platforms.
- Volunteers are not to serve as a media representative on behalf of MidCity Excellence without the consent of the Program Director or CEO
- You are obligated to report inappropriate, harmful, or unhealthy student and/or staff behavior or language to the Program Director or CEO immediately.

Confidential Information

I am aware that confidential information may be made available during my volunteer work. I understand that some information is critical to the success of the organization, may be protected by law and must not be shared or used outside of MidCity Excellence Community Learning Center. When I cease to volunteer at MidCity Excellence, I hereby agree not to utilize or exploit this information with any other individual, agency, or on any terms.

I have read and understand the volunteer guidelines and agree to adhere to them in order to promote a positive safe learning environment.

Printed Name: _____

Signature: _____ Date Reviewed: _____

VOLUNTEER EXPERIENCE

Past and Present Membership: Boards, committees, and task forces in the public sector (business, civic, community, religious, political, professional, recreational, or social)

Organization	Role/Title	Date of Service

Other Volunteer Experience/Summarization of Volunteer Experience:

If you are currently serving on a board or working within another organization, please explain how that will not present a conflict of interest if you were to volunteer at MidCity Excellence?

What excites you about the work of this organization?

What do you hope to bring/gain through your volunteer experience at MidCity Excellence?

Skills/Expertise

Please mark the skills and expertise you will bring that may help us to deliver on the mission.

- | | | |
|---|--|--|
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Legal Expertise | <input type="checkbox"/> Event Planning |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> HR/ Admin | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Accounting | <input type="checkbox"/> Public Policy/Advocacy |
| <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Web Design | <input type="checkbox"/> IT/Technology |
| <input type="checkbox"/> Language Skills | <input type="checkbox"/> Education | <input type="checkbox"/> Research and Evaluation |

Other skills not listed:

Attributes

Please check all that apply to you:

- Collaborative
 - Enthusiastic
 - A servant leader
 - Facilitative style
 - Manage Time Well
 - Responsive
 - Strong work ethic
 - Can speak in front of groups
 - Consensus Builder
 - Enjoy talking about MCE to those outside of MCE
 - Willing & able to lead discussions
 - Can respectfully ask tough questions
 - Willing To Compromise
 - Understand Nonprofit fundraising
 - Enjoy Fundraising
 - Accountable
 - Comfortable with Diversity
 - Comfortable with Change
 - Predominantly A leader, but can follow
 - Possess Integrity and Humility
 - Predominantly a follower, but can lead
 - Tactical Thinker/Implementer
 - Strategic thinker/Visionary
 - Respectful of varying points of view
 - An acceptance without reservation of MCE's statement of Faith
 - Ability to listen and respond to the thoughts and opinions of others
 - Can apply Christian biblical principles to decision making
 - Can subordinate personal agenda for the sake of MCE making impartial decisions
 - Can think strategically and creatively, seeing the "big picture"
 - Capacity to look forward and make decisions on behalf of future families and children
 - Able to maintain strict confidentiality
 - Parents, ability to set aside the needs of your own child when making decisions for MCE
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Thank you for completing the information so far, just a few more questions to go. These questions are completely OPTIONAL, but may be useful to our data with certain funders.

1. What is your sex?

- Male Female

2. What is your age in years?

- 19-24 25-34 35-50 51-60 Over 60

3. How do you identify your race?

- Asian/Pacific Islander Black/African American Caucasian
 Native American Hispanic/Latino
 Other (please specify) _____

4. Where do you live?

- In Buchanan County: (Specify Where) _____

- Outside of Buchanan County : (Specify Where) _____

5. Do you have any interest in being a leader on the MCE Board/Employee/Volunteer?

- No Yes, I would be interested in being a leader

Please specify the position: _____

6. Are you or have you ever been a:

- A participant in an MCE Program
 A facilitator of an MCE Program
 Related to a participant in an MCE program
 Related to an employee or volunteer at MCE