



EDUCATIONAL  
FIRST STEPS  
2804 SWISS AVENUE  
DALLAS TX 75204

# one childhood ONE CHANCE

## Volunteer Application

We are excited you are interested in positively impacting our affiliated child care centers!

### I. Personal Information

Date ..... First Name .....

Middle Name ..... Last Name .....

Address ..... City/State/Zip .....

Home Phone ..... Cell Phone .....

Date of Birth .....

Email Address .....

Male  Female

Have you ever been convicted of any criminal offense? .....

If yes, please explain: .....

.....

### II. Emergency Contact Information

First Name ..... Last Name .....

Address .....

City/State/Zip ..... Telephone .....

### III. Skills (In order to make an effective match for you, it is important for us to know of any special skills or talents you would like to bring to your volunteer work, if so please describe)

	Skilled	Can Teach
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....

### Languages

	Fluent	Read	Write
1. ....	.....	.....	.....
2. ....	.....	.....	.....

### IV. Volunteer Preferences:

Please indicate what type of volunteer opportunity you are seeking:

- Classroom Assistance (one to one tutor, small group assistance, reading to students)
- Arts & Crafts
- ESL Opportunities
- Clerical / Non Academic Support (recreation, office support)
- Technical / Computer
- Minor Construction (painting, repairs)



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Is there a particular child care center you are interested in working in? If so, please indicate.

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Please indicate what environment you are interested in working in.

- Infants
- Toddlers
- Preschool

**V. Volunteer Availability**

Number of days per week: 1  2  3  4  5

Days Requested: Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Sunday  No Preference

Why are you interested in volunteering with EFS? .....

.....

**VI. Volunteer References**

I, .....give permission for Educational First Steps staff to contact  
(Print Name)

the following individuals to obtain information about me. ....

(Signature)

**References**

Reference Name .....

Phone # .....Relationship .....

Reference Name .....

Phone # .....Relationship .....

Reference Name .....

Phone # .....Relationship .....



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### Image Release Agreement

I, \_\_\_\_\_, hereby give permission for my images, captured during regular and special activities through video, photo and digital camera, to be used solely for the purposes of promoting and interpreting Educational First Steps. Educational First Steps has my permission to use these images from time to time in newsletters, reports, brochures, correspondence and/or Educational First Steps web site, and I waive any rights of compensation or ownership thereto.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Background Verification

I have signed the Background Verification Release Form and agree that Educational First Steps is released from any claims described in the form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Please read carefully before signing.

I understand this application under no condition guarantees my volunteering with Educational First Steps. I understand that just as I am free to resign at any time, Educational First Steps reserves the right to terminate my volunteer placement at any time, with or without cause and without prior notice. I state that the above information is true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Volunteer Code of Conduct

**All volunteers providing service to EFS and its affiliates must observe and comply with this Volunteer Code of Conduct.**

### Requirements for EFS Volunteers

1. Volunteers are not to be left alone with children at any time without the supervision of at least one staff member.
2. Volunteers shall not abuse clients including but not limited to:
  - a. Physical Abuse – strike, spank, shake or slap
  - b. Verbal Abuse – humiliation, degrade or threaten
  - c. Sexual Abuse – including inappropriate touching and exposure
3. Volunteers are not to operate any motor vehicle while volunteering at the daycare center.
4. Educational First Steps is not responsible for any injury sustained by a volunteer while volunteering.
5. Volunteers must not discriminate against any child on the basis of race, color, ethnicity, creed, sex, age, socioeconomic status, handicap, nationality, political belief, sexual orientation, or religion.
6. Volunteers must maintain and protect the confidentiality and identity of children served by EFS. Except when required by law or judicial order, staff must secure the client's informed consent before releasing information for the agency.
7. Volunteers must not accept payment from families or affiliates for services performed.
8. Using or being under the influence of alcohol or illegal drugs will not be permitted.
9. Volunteers will portray a positive role model for clients by maintaining an attitude of respect, patience, integrity, courtesy and maturity.

The Director agrees that:

1. Volunteers are not to be counted in the staff-child ratio of the daycare center.
2. Volunteers are to be treated fairly and are allowed to complete assigned duties at their own discretion. If they are not comfortable with an assignment for any reason they do not have to complete it.
3. Volunteers are available to assist staff in normal daily duties. Volunteers are not to be assigned duties that would normally be completed by staff members, without the staff member's assistance.

**By signing you are stating that you agree to the stated terms for volunteer involvement and agree to abide by the terms.**

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Coordinator Signature

\_\_\_\_\_  
Date

Email completed form to Jodi Jordan at [jjordan@educationalfirststeps.org](mailto:jjordan@educationalfirststeps.org), fax to 214.824.7428 or mail to 2804 Swiss Avenue, Dallas, TX 75204. Please call 469.826.7483 with any questions you may have.