

The logo features the letters 'abos' in a green, rounded font. A purple pencil is positioned vertically behind the 'o', with its tip pointing downwards. A purple wavy line is drawn above the 'o'.

Above & Beyond
STUDENTS
AFTERSCHOOL PROGRAMS

Seigle Point Community 110 Winding Path Way, Charlotte, NC 28204

Dear Volunteer,

Welcome to Above & Beyond Students! We are grateful that you have chosen to share your skills and talents with our students. With your support, we will be able to better meet the needs of each of our students through providing educational assistance and exposure to caring individuals who model the importance of quality education. Currently we serve two Housing Communities in Charlotte, one at Southside Homes and the other at Seigle Point. Together we touch approximately 125 students each day.

Our operation philosophy is based on the belief that greatness resides in each one of us, that children must be nurtured and taught not only at home, but also by a community of people that are concerned and prepared to meet their needs. The community must be the extended family without replacing the family. We believe that education is one of the essential keys to personal success and social responsibility. Our program is founded on the basic principle that if a child is provided with the proper educational tools, training and encouragement they will go Above and Beyond expectations.

Thank you for partnering with us as we strive together to build up the lives of our children and their families and for your interest in volunteering with Above & Beyond Students. We very much appreciate your helping hands as you walk with us as a community to help push forward each of our students with the ability to do all that we believe they can in their lives and look forward to our partnership.

Sincerely,

Jacqueline Hinds
Program Director
Above & Beyond Students, Inc.
704-333-2812
jhinds@aboveandbeyondstudents.com

Please take a moment to review the volunteer application packet and fill out the forms in its entirety.

How You Can Help Afterschool Volunteer Opportunities

Harambee Reader: Harambee is a “pep rally” that celebrates reading and learning. A guest reader comes in and shares a little bit about themselves and their role in our community. Then they read aloud from a book they have brought or we can provide one. Harambee offers an opportunity for our students to see the diversity of the greater Charlotte community and why reading is important. ***(Friday-Afternoons Only)***

Tutors: Assist the afterschool teachers and students with homework, reading, playground and snack time. It's a great service learning placement for college students. ***(Monday – Friday afternoons)***

Afternoon Activity Leader: Share your skill or hobby with students, i.e. sports clinic, yoga, knitting, cooking, etc. ***(Friday-Afternoons Only)***

Programs: Help assist our staff with holiday celebrations or other enrichment programs. ***(Dates and locations vary by site)***

Parent Meeting Support: Parents of Above & Beyond Students are required to attend monthly workshops facilitated by CMS’ Parent University. We need your help w/ room set-up and break-down, childcare and food service. ***(Dates and locations vary by site)***

Site Schedules

2012- 2013 SEIGLE SITE SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
4:00 – 4:15 Arrival/Snack	4:00 – 4:15 Arrival/Snack	4:00 – 4:15 Arrival/Snack	4:00 – 4:15 Arrival/Snack	4:00 – 4:25 Arrival/Snack/Outside
4:15 – 4:25 Reader’s Corner	4:15 – 4:25 Reader’s Corner	4:15 – 4:25 Reader’s Corner	4:15 – 4:25 Outside	4:30 – 5:00 Harambee
4:30 – 5:30 Homework/Centers	4:30 – 5:30 Homework /Centers	4:30 – 5:30 Homework/Centers	4:30 – 5:30 Homework/Centers	5:00 – 6:20 Enrichment/clubs
5:30 – 6:20 Instructional Tutor Time Math	5:30 – 6:20 Instructional Tutor Time Reading	5:30 – 6:20 Instructional Tutor Time Math	5:30 – 6:20 Instructional Tutor Time Reading	
6:20 – 6:30 Dismissal	6:20 – 6:30 Dismissal	6:20 – 6:30 Dismissal	6:20 – 6:30 Dismissal	6:20 – 6:30 Dismissal

2012- 2013 SOUTHSIDE SITE SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
3:15 – 3:30 Arrival/Snack	3:15 – 3:30 Arrival/Snack	3:15 – 3:30 Arrival/Snack	3:15 – 3:30 Arrival/Snack	3:15 – 3:30 Arrival/Snack/Outside
3:30 – 3:45 Reader’s Corner	3:30 – 3:45 Reader’s Corner	3:30 – 3:45 Reader’s Corner	3:30 – 3:45 Reader’s Corner	3:30 – 4:00 Harambee
3:45 – 4:45 Homework/Centers	3:45 – 4:45 Homework/Centers	3:45 – 4:45 Homework/Centers	3:45 – 4:45 Homework/Centers	4:00 – 5:50 Enrichment/clubs
4:45 – 5:50 Instructional Tutor Time Math	4:45 – 5:50 Instructional Tutor Time Reading	4:45 – 5:50 Instructional Tutor Time Math	4:45 – 5:50 Instructional Tutor Time Reading	
5:50 – 6:00 Dismissal	5:50 – 6:00 Dismissal	5:50 – 6:00 Dismissal	5:50 – 6:00 Dismissal	5:50 – 6:00 Dismissal

Afterschool Volunteer Application

General Information						
First Name/Middle Name/Last Name					Date:	
Address: (Street/City/State/Zip)					Are you over 18? Y N	
Drivers License (State/ No.):		Social Security #:		Date of Birth:		
Email:				Phone Number:		
Who should we contact in an emergency? (Name/Relationship)					Emergency contact's phone #'s:	
Interest						
Why do you want to volunteer at Above & Beyond Students?						
Please describe your volunteer experience or community service activities:						
Please list any languages you speak:						
Volunteer Interest- Please circle						
Tutoring	Harambee Reader	Afternoon Activity Support	Parent Meetings	Programs	Enrichment Clubs	Other
Help with homework	Read aloud and share your love of reading	Plan, lead or help support a fun activity afternoon activity	Help set-up and clean-up	Help with a Holiday celebration	Help set up, lead or assist with club	

Location and Grade Preferred-Please circle

Seigle Point: Explorers (K-1st), Builders (2nd-3rd), Leaders (4th-5th),
 Champions (6th – 7th) or Conquerors (8th-9th)
 Southside Homes: (K-1st), Builders (2nd-3rd), Leaders (4th-5th)

Days and Times Available

Monday	Tuesday	Wednesday	Thursday	Friday

How did you hear about volunteering with Above and Beyond Students?

Background and History

Current Employer/Position/Dates of Employment:

Have you ever volunteered at ABS before? Y N

Do you consent to a Criminal Background Check?
18 or older

If yes, what dates?

Y N

Office Use Only

ABS Orientation Completed	ABS Background	Child Protection Policy, Photography	CMS Background
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ABOVE & BEYOND STUDENTS AFTERSCHOOL CHILD PROTECTION POLICY

1. Volunteers will not verbally, emotionally, physically or sexually abuse children.
2. Volunteers may not transport.
3. Volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care.
4. Volunteers may use physical restraint only in situations necessary to protect the child and others from harm.
5. Volunteers are expected to avoid any situation in which they could be alone or out of sight of others, with a single child. This is to protect: a) children against situations in which abuse might occur, and b) adults against false accusations of child abuse.
6. Volunteers will always use proper supervision and be with an ABS staff member when children are using public bathrooms to ensure their safety.
 - Make sure bathroom is clear of any suspicious person(s) or activity
 - Always send children in pairs with Above and Beyond Students staff. Volunteers will stand in the doorway while children are using the restroom.
 - If Volunteers are assisting children in the restroom, doors to the facility must remain open.
7. Volunteers will respect the right of children and youth not to be touched in ways that make them feel uncomfortable, and their right to say no. Adults will discourage children from touching others in an inappropriate manner.
8. Volunteers should be alert to the physical and emotional state of children entering the program. Any signs of injury or possible child abuse must be reported immediately to the on-site program staff in charge.
9. Above and Beyond Students' children should only be released to authorized parent, guardian, or other individual authorized in writing by the parent or guardian. Children should not be released to an adult without the approval of Above and Beyond Students' staff.
10. Using, possessing, or being under the influence of alcohol or illegal drugs, or being impaired by legally prescribed drugs during Above and Beyond Students working hours or Above and Beyond Students sponsored programs is prohibited.
11. Profanity, inappropriate language or jokes and any kind of harassment in the presence of children or parents is prohibited.
12. Volunteers should be aware of the possible implications of and are discouraged from being alone with ABS children outside of agency programs, without the permission of the parents.
13. Volunteers will not share inappropriate details of their personal life or ask children to share inappropriate details through any form of communication: written, verbal or electronic.
14. Volunteers will maintain the confidentiality of Above & Beyond Students and will not release or publish students' personal information, which includes last names, address, and phone number.
15. Volunteers may not date program participants less than 18 years of age.
16. Volunteers are required to read, sign and adhere to all policies related to identifying, documenting and reporting child abuse as instructed by a supervisor.
17. Volunteers are required to report immediately to the on-site program in charge any circumstances that under this policy affect their ability to work with children and youth.

REPORTING AND RESPONDING TO CHILD ABUSE ALLEGATIONS

TERMS:

- Child or Youth: Persons under 18 years of age and considered a minor under the law. This term shall also include legally incompetent persons.
- Child Abuse: A non-accidental injury or pattern of injuries to a child
Child Abuse May Include:
 - Neglect- Occurs when the adults responsible for the well-being of a child fail to provide for the child. Neglect may include not giving food, clothing, shelter, failure to keep children clean; lack of supervision and withholding medical care
 - Physical Abuse-An injury or pattern of injuries that happen to a child that are not accidental. These injuries may include beatings, burns, bruises, bites, welts, strangulation, broken bones or death.
 - Sexual Abuse-Sexual abuse is the sexual assault or exploitation of children. Sexual abuse may consist of numerous acts over a long period of time or a single incident. Children can be victimized from infancy through adolescence. Typically, the perpetrator keeps the child from disclosing the abuse through intimidation, threats, and rewards.
 - Emotional Abuse-Chronic and persistent acts by an adult that endanger the mental health or emotional development of a child including rejection, ignoring, terrorizing, corrupting, constant criticism, mean remarks, insults and giving little or no love, guidance and support.

PROCEDURE FOR REPORTING ABUSE:

- Every Volunteer is required to report any situation which presents a suspicion that child abuse may have occurred. Such report shall be made to the program staff in charge or designee immediately and in no case more than 24 hours after such occurrence.
- Any report of child abuse made by a child about their care by a parent guardian, youth, adult or staff employee or volunteer, despite how unlikely such report may seem, must be relayed to the program staff in charge or designee immediately and in no case more than 24 hours after such occurrence.
- The program staff in charge shall as required by law report the situation to the Mecklenburg County Department of Social Services or other local authorities for investigation.
- Every allegation shall be taken seriously. Adequate care, respect and confidentiality shall be offered to alleged victims and perpetrators until the allegation is substantiated or cleared.
- The Executive Director or designee will immediately contact the ABS attorney, Board President and liability insurance carrier.
- Written documentation relating to the matter shall be kept in a confidential file.
- An individual accused of child abuse may be placed on leave from his/her responsibilities at the discretion of the Executive Director or Executive Committee. For employees, this may be with or without pay.
- To protect the child or youth from further possible abuse or harassment, ABS will prohibit the accused individual access to the alleged victim.
- In the event of an unsubstantiated allegation, the Executive Director or designee will make a determination as to whether the individual will be allowed to return to work as an employee or volunteer at the agency. They will consider the individual's likely effectiveness in working with children/youth following an allegation and investigation of child abuse. An employee or volunteer has the right to appeal the decision to the Executive Committee.
- Volunteers are expected to cooperate fully with the investigation authorities, such as the Child Protective United of the Department of Social Services, with guidance from the attorney.
- Volunteers will refer any inquiries regarding the situation to the Executive Director or the Executive Committee.
- Volunteers are expected to avoid denial, minimization, or blame during the period of investigation of the allegation.

ABOVE & BEYOND STUDENTS CHILD PROTECTION POLICY APPLICANT'S STATEMENT

The information contained in this application is correct and complete to the best of my knowledge. I authorize any references, churches, or other organizations listed in this application to give you any information they may have (Including employer's opinions) regarding my character and fitness for working with children or youth and I hereby release all such references, churches, or other organizations from liability for damages of whatever kind or nature that may result from furnishing such evaluations to you. I waive any right I may have to inspect any information provided about me by any person or organization identified by me in the application.

Should my application be accepted, I agree to refrain from inappropriate conduct in the performance of my services on behalf of the organization. I understand that any violation of this Code of Conduct or misrepresentation of information that I have provided may result in termination of employment or volunteer service with children/youth.

I have not been convicted of a child or youth sexual or physical abuse or neglect crime. I am not currently involved in any allegation of abuse or neglect of a child or youth.

I authorize that a Criminal Records Check may be conducted on me and that any information which pertains to any record of convictions contained in police files or any file maintained on me, whether federal, state or local, be released to the organization. In so authorizing, I release any law enforcement agencies, Above & Beyond Students or those individuals receiving the results of the check from any and all liability resulting from such disclosure.

I acknowledge that I have read the Above & Beyond Students Child Protection Policy and have received a copy for my personal use.

I further state that I HAVE CAREFULLY READ THE FORGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT IN EXCHANGE FOR THE OPPORTUNITY TO SERVE AS A ABOVE & BEYOND STUDENTS. This is a legally binding agreement, which I have read and understand. I understand that the personal information will be held confidential by the professional agency staff.

Applicant's Name (please print)

Date _____

Applicant's Signature

PHOTOGRAPHY AUTHORIZATION (Please Initial)

_____ I hereby give Above & Beyond Students, its successors and assignees, irrevocable right to publish my name as well as any information shared by me with ABS in personal interviews about myself. I further give ABS its successors and assignees, irrevocable right to use my voice recording and any recording, picture, portrait or photograph of myself in all forms and in all media and in all manner, without restrictions as to changes or alterations for advertising, promotion, exhibition or any other lawful purpose. I waive any right to inspect or approve any such photograph or recording. I agree that ABS owns the copyright in these photographs and recordings and I hereby waive any claims I may have based on any usage of any photograph, recording, or work derived there from. I have the legal authority to execute this release, and I have read and fully understand its contents.

ABS Volunteer Procedures and General Policies

Once you have been cleared to volunteer at ABS

You will receive confirmation that you have been cleared to volunteer. In the confirmation you will be given the site coordinator name and contact information at the site you wish to volunteer at. It is up to you to contact the site coordinator to schedule your volunteer hours.

PROCEDURES

On Arrival

See the Site Coordinator to sign in on the volunteer sheet and to identify a student for you to assist or work to accomplish for the day.

On Departure

Make sure you check out with your student's Teacher/Tutor and sign out on the volunteer sheet located in the Site Coordinator's office.

Special Activities

A wide variety of special activities are planned throughout the year, providing additional opportunities for our students. This can make volunteer scheduling somewhat complicated at times, though we will make every effort to post these activities.

Volunteer Absences

Please notify the Site Coordinator of any absences in advance if possible.

GENERAL POLICIES

Gifts

We do not encourage gift giving as a rule, as it tends to create competition between students and could cause unnecessary expectations of financial pressure on our volunteers. If the relationship between you and a student is such that a gift seems appropriate (perhaps birthday or Christmas), we recommend that gifts be of low cost, educational in nature and given in a low-key, private manner. Remember, your present is your presence.

Car Policy

A student is never permitted to ride in the car of a volunteer without documented permission from the student's guardian.

Student Confidentiality

You will be serving in a unique capacity with our students. Sometimes students share things with a volunteer that they have not shared with anyone else. This information may be about private family matters or information about themselves that they are entrusting to you. It is very important to the integrity of your work with students that you do not share this information with others. If you feel it is important that another person have this information, talk to the Site Coordinator.

There may also be a time when a student shares something with you that causes you some concern... concern about their personal safety. If this should be the case, please immediately contact the Site Coordinator, who will know the proper procedure to deal with this situation.

Student Discipline

Teacher/Tutors are responsible for maintaining discipline in the classroom. Your valuable time should be spent helping our students learn and grow.

Terminating Relationships

If you have developed a meaningful relationship with one of our students and you need to end your volunteer commitment, we ask that you help us help the student recognize that your leaving has nothing to do with him/her. Sometimes young people negatively internalize unrealistic messages.

We encourage you to tell the student about why you must end your relationship and remember not to make promises you may not keep (for example- that you will always keep in touch).