

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 High School 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](mailto: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)***

## 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 HIGH SCHOOL VOLUNTEER APPLICATION

## General Information

First Name/Middle Name/Last Name	Date:
Address: (Street/City/State/Zip)	High School Attending? _____
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
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## Location and Grade Preferred-Please circle

Seigle Point: Explorers (K-1<sup>st</sup>), Builders (2<sup>nd</sup>-3<sup>rd</sup>), Leaders (4<sup>th</sup>-5<sup>th</sup>)  
 Southside Homes: (K-1<sup>st</sup>), Builders (2<sup>nd</sup>-3<sup>rd</sup>), Leaders (4<sup>th</sup>-5<sup>th</sup>)

## Days and Times Available

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

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

\_\_\_\_\_

Have you ever volunteered at ABS before?    Y            N            If yes, what dates?

Office Use Only	ABS Orientation Completed	
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**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.

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**ABOVE & BEYOND STUDENTS AFTERSCHOOL CHILD PROTECTION POLICY**

1. Volunteers will not verbally, emotionally, physically or sexually abuse children.
2. Volunteers may not transport children.
3. Volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. Profanity, inappropriate language or jokes and any kind of harassment in the presence of children or parents is prohibited.
10. 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.

11. 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.
12. 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.

## **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 with the site coordinator name and contact information at the site you wish to volunteer. It is up to you to contact the site coordinator to schedule your volunteer hours.*

### **General Policies and 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.

**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.

**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** - Staff/Teachers 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).