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Priority One

Albany Area Chamber of Commerce Volunteer & Mentor Program

Our Mission is to connect Students with the Business Community

#IMentor

# Albany Area Chamber of Commerce Education Committee

***Dear potential Volunteer,***

Thank you for your interest in joining forces with the Albany Area Chamber of Commerce Education Committee. Volunteers and Mentors have a vital role in our community and we appreciate your invaluable contribution.

**Education Committee Goal & Priority One Mission**

The goal of the Education Committee is to serve as the Chamber’s catalyst that sparks the development of initiatives to strengthen partnerships between businesses and educational entities in the areas of education, workforce development, and leadership.

Priority One’s mission is to connect Students with the Business Community.

**Education Committee Volunteer & Mentor Initiative**

In alignment with the Education Committee’s goals, the Volunteer and Mentor program for schools in Dougherty County is designed to provide an avenue for Chamber and Community members to serve as classroom volunteers, tutors, mentors, readers, and participate in events and activities hosted by the school.

*Classroom Volunteers, Reading Programs, and Tutors*

Classroom Volunteers visit their designated school on a regular basis and work directly under the supervision of a teacher/staff person to assists teachers, and/or students in many areas of the curriculum.

*Mentors*

Mentor Volunteers serve as positive role models to students who need another adult in their lives in and outside of the classroom to help them realize their potential, establish goals, and gain exposure.

**Volunteer Application & Screening Process**

The Education Committee recognizes the selfless contribution potential volunteers make, and thereby adheres to the Data Protection Act, and endorses a Volunteer Screening process to ensure the safety of students, staff, and volunteers. Please review below requirements detailing the process to serve as a volunteer and or mentor with the AACC’s Priority One Education Initiative.

1. Complete the [Online Volunteer Application Form](file:///C:\Users\572518\Desktop\DRAFT_AACC_Volunteer%20and%20Mentor%20Program%20Document_v5%20(30%20JUNE)%20(1).pdf) or the enclosed Application form and return to the Albany Area Chamber of Commerce located at 225 West Broad Ave. Once the Volunteer/Mentor application is received, a Chamber representative will forward collected data to all and/or preferred school(s). Note: your completed form will be held securely and confidentially; only authorized staff will have access to your information.
2. Individuals involved in volunteer assignments will be contacted by the preferred or selected school and shall be subject to a screening and onboarding process as determined by the assigned school. Potential Volunteers may be asked to complete a Disclosure and Authorization Form regarding a Background Investigation, as well as participate in Volunteer orientation or training session with the assigned school.
3. Review and Acknowledge the Volunteer Creed affirming Volunteer understanding of Confidentiality.

**Volunteer Understanding and Creed**

I understand that information regarding students, families, staff, and the organization

may be confidential in nature, and that as a volunteer with the Albany Area Chamber of Commerce, I will respect the confidentiality of any verbal and/or written communication I am privy to regarding students, families, staff, and the organization. I will keep personal information confidential at school and after I leave school.

**School Needs Summary**

In conjunction with Dougherty County School System (DCSS) Public Information Office, the Education Committee conducted a Needs Survey of each school within the DCSS to determine their primary needs and or areas of interest. The following Needs Summary details the top nine (9) areas of need and is ranked in order of priority.

|  |  |
| --- | --- |
| **Rank** | **Area of Interest or Need** |
| **1** | **Parent Resources/Involvement:**  Unifying the relationship between School and Parents |
| **2** | **Volunteers, Mentors, and Tutors:**  Consistent mentors for boys and girls; Friday Readers; Classroom Assistance; Hall monitors during statewide assessments |
| **3** | **Internships and Externships** |
| **4** | **Student Incentives** |
| **5** | **Funding and Community Resources:**  School Supplies, School Uniforms, and undergarments |
| **6** | **Planning/Supporting Special Projects, Events or Activities:**  Field day, Fundraising |
| **7** | **Media/Technology Set-Up and Operation** |
| **8** | **Transportation for Parents:**  Transportation to and from schools to attend meetings |
| **9** | **Student Progress Monitoring** |

**DCSS School Listing**

**College and Career Academy**

Commodore Conyers College and Career Academy (CCA)

Communities in Schools: College and Career Performance Learning Center (CCPLC)

**High Schools**

Albany High School

Dougherty Comprehensive High School

Monroe Comprehensive High School

Westover Comprehensive High School

**Middle Schools**

Albany Middle School

Merry Acres Middle School

Radium Springs Middle Magnet School of the Arts

Robert A. Cross Middle Magnet School

Southside Middle School

**Elementary Schools**

Alice Coachman Elementary School

International Studies Elementary Charter School

Jackson Heights Elementary School

Lake Park Elementary School

Lamar Reese Magnet School of the Arts

Lincoln Elementary Magnet School

Live Oak Elementary School

Martin Luther King, Jr. Elementary School

Morningside Elementary School

Northside Elementary School

Radium Springs Elementary School

Sherwood Acres Elementary School

Turner Elementary School

West Town Elementary School

**Private and Parochial Learning Centers**

Sherwood Christian Academy (Baptist; PK-12)

Deerfield-Windsor School (PK-12)

**Volunteer Application Form**

­­­­­­­­Thank you for your interest in volunteering with the Albany Area Chamber of Commerce Education Committee. All volunteer applications are reviewed with consideration of current volunteer opportunities. All volunteer placement decisions will be based on merit, suitability for the role and experience.

The information you provide will be stored in confidence under the provisions of the Data Protection Act. Your completed form will be held securely and confidentially. Only authorized staff will have access to your information.

**Volunteer Personal Details**

**Name Prefix**  Mr.  Mrs.  Miss  Ms.  Dr.

**First Name** ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Street Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **City/State/Zip**

**Telephone** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Information (please circle correct response):**

Gender (Optional): **** Male  Female

**Physical Limitations:**  No  Yes (If yes, Please Explain)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education (Select highest level completed)**

 High School/GED  Some College  Technical/Vocational Certificate

 Associates Degree  Bachelor’s Degree  Master’s Degree

 Advanced Graduate Work/Doctorate

**Current Occupation**

**Previous Occupation (Optional)**

***In an emergency, notify:***

**First Name**  **Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Volunteer Experience & Availability**

**List previous Volunteer Experience**

**Skills (List your skills and indicate proficiency leve**l)

1.

2.

3.

**Bilingual:**   YES  NO

Language(s)

**Volunteer Availability**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |  |

**Volunteer Preference**

**Location Preference**

**Grade Level(s) Preferred**

**Please indicate below which category(s) you prefer as a volunteer:**

 Mentor

 Tutor

 Classroom Volunteer

*Preferred Subjects and or Activities:*

 Science  Math  English  Reading/Literature  Technology  Social Studies

 History  Foreign Language  Music  Art  Physical Education

 Special Events  Enrichment Activities  Special Education  School Committee

 Other, Please Specify:

**Business or Organization Details**

If you are volunteering through an initiative at your workplace, please fill out the following information regarding your employer.

**Business/Organization Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State/Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chamber Member**  Yes  No

**Business or Organization Needs**

**­­­­­­­­Please identify specific organizational needs and/or expectations from this volunteer experience.**

**Considering your organizational services and/or talents, please identify innovative ideas or instructional value that your organization can offer.**

**Volunteer Acknowledgement and Understanding of Creed**

I hereby certify that the above statements are true and correct to the best of my knowledge. I also acknowledge and affirm an understanding of the Volunteer Creed.

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Volunteer Signature Date