



# Eden Christian Academy Volunteer Registration

Because Eden Christian Academy values its parents as partners in the education of our students, **each family is required to complete a Volunteer Registration form indicating a minimum of three areas (see last page) in which they would be willing to volunteer their services.** Eden families with students in Kindergarten through 12<sup>th</sup> grade are required to complete a minimum of fifteen (15) hours of service before May 1. Eden families that have only pre-school age (3-4 year old) students enrolled must complete a minimum of seven and a half (7.5) hours of service. Each family is responsible for recording their hours of service via ParentsWeb, which can be accessed by logging onto [www.EdenChristianAcademy.org](http://www.EdenChristianAcademy.org). **Unfulfilled volunteer hours during the year will be billed by May 10 at the rate of \$10 per hour.** Please note that all volunteers must obtain their 3 volunteer clearances by the beginning of the school year, or prior to volunteering. Log onto [www.EdenChristianAcademy.org](http://www.EdenChristianAcademy.org) and use the Current Families Tab to find the links to each of the 3 volunteer clearances.

(Please provide information for both parents.)

Child(ren)'s name(s) & grade(s) in Fall \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home phone (\_\_\_\_\_) \_\_\_\_\_ Campus(s) \_\_\_\_\_

### FATHER/GUARDIAN

Name \_\_\_\_\_  
(print first and last)

Employer \_\_\_\_\_

Employer address \_\_\_\_\_

Job title \_\_\_\_\_

Job responsibilities \_\_\_\_\_

Work phone \_\_\_\_\_

Cell phone \_\_\_\_\_

Preferred Email \_\_\_\_\_

If self-employed, what is the name/nature of your business? \_\_\_\_\_

If you are a stay-at-home parent, please describe any experiences, gifts or talents that you could share with the academy.  
\_\_\_\_\_  
\_\_\_\_\_

Medical conditions of which Eden should be aware: \_\_\_\_\_

### MOTHER/GUARDIAN

Name \_\_\_\_\_  
(print first and last)

Employer \_\_\_\_\_

Employer address \_\_\_\_\_

Job title \_\_\_\_\_

Job responsibilities \_\_\_\_\_

Work phone \_\_\_\_\_

Cell phone \_\_\_\_\_

Preferred Email \_\_\_\_\_

If self-employed, what is the name/nature of your business? \_\_\_\_\_

If you are a stay-at-home parent, please describe any experiences, gifts or talents that you could share with the academy.  
\_\_\_\_\_  
\_\_\_\_\_

Medical conditions of which Eden should be aware: \_\_\_\_\_

**Please complete Volunteer Declaration and Opportunities on the following pages** □

Questions? Contact the Volunteer Coordinator at your child's campus.

#### **Berkeley Hills Campus (Elementary)**

Sarah Crofutt  
scrofutt@edenca.org  
(412) 364-8055

#### **Wexford Campus (Elementary)**

Julie Bangay  
jbangay@edenca.org  
724-935-9301

#### **Mt. Nebo Campus (Upper School)**

Christine Kaniecki  
ckaniecki@edenca.org  
(412) 741-2825

## Volunteer's Declaration of Ethical and Moral Integrity, Waiver of Liability and Acknowledgement

As a volunteer at Eden Christian Academy, who may have close contact with the students, I recognize, understand, and adhere to the moral and ethical standards and mandates of said school. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: verbal or physical abuse or any sexual interaction, as defined by Scripture and state law.

1. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer "Yes" if you have entered into a plea agreement, including a postponed sentence or postponed judgment arrangement, in connection with a criminal charge. You need not disclose criminal convictions that are contained in sealed or expunged records. **Father:**  Yes  No **Mother:**  Yes  No
2. If you have been convicted of such an offense, please attach a statement or explanation, including the nature of offense, date, court where conviction was entered and any other relevant information. A conviction record will not automatically be a bar to volunteerism. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.
3. Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or anti-harassment policy? **Father:**  Yes  No **Mother:**  Yes  No

**\*If yes, please attach a statement or explanation.**

### Waiver of Liability:

The purpose of this waiver is to provide notice to prospective volunteers that they will NOT be covered under ECA's insurance and to document the volunteer's acknowledgement that they are providing volunteer service at their own risk.

### Volunteer Applicant's Statement

I have read the ECA Volunteer Policy, understand its purposes, and agree to abide by its terms as a volunteer at ECA. I understand that I am not an employee of ECA. I am aware that administrative approval must be granted prior to participating in volunteer services. I understand that volunteer privileges may be revoked at any time for any reason deemed appropriate by the administration.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for volunteer work with Eden Christian Academy, and that the facts set forth in this volunteer application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being used as a volunteer or, if currently serving in a volunteer position, may subject me to immediate dismissal regardless of when or how it was discovered.

Because Eden Christian Academy values the safety and security of our students, I understand that the academy retains the right to conduct a criminal background check on me. The academy may refuse to offer volunteer work or terminate conditional volunteer work if the academy deems any background information unfavorable or that it could reflect adversely on the academy or on me as an appropriate role model.

By affixing my signature I certify that I have carefully read and do understand and affirm the above statements.

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Father's/Guardian's signature

Date

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Mother's/Guardian's signature

Date

## VOLUNTEER OPPORTUNITIES

CODE 1 – Volunteer activity requires clearances

CODE 2 – Volunteer activity *may* require clearances depending on duties – Check with Coordinator

CODE 3 – Volunteer activity does *not* require clearances

### ELEMENTARY (Grades PS3–6)

Father    Mother

#### **HIGH PRIORITY NEEDS**

\_\_\_\_\_ \_\_\_\_\_ Lunch duty (CODE 1) *(please note days available)* \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_ Recess duty (CODE 1) *(please note days available)* \_\_\_\_\_

#### **AS-NEEDED BASIS**

\_\_\_\_\_ \_\_\_\_\_ Providing food or refreshments for various events (CODE 3)  
\_\_\_\_\_ \_\_\_\_\_ Performing arts: help with musicals, concerts, etc. (CODE 1)  
\_\_\_\_\_ \_\_\_\_\_ Photography of school events throughout the year (CODE 2)

#### **ANNUAL**

\_\_\_\_\_ \_\_\_\_\_ All School Picnic - Sept 30 (CODE 1)  
\_\_\_\_\_ \_\_\_\_\_ Thanksgiving Feast: serving/cleanup (CODE 1)  
\_\_\_\_\_ \_\_\_\_\_ Staff Appreciation Luncheon: organizing, food preparation (CODE 3)

### UPPER SCHOOL (Grades 7-12)

Father    Mother

\_\_\_\_\_ \_\_\_\_\_ Athletics: concession stand (CODE 1)  
\_\_\_\_\_ \_\_\_\_\_ All School Picnic – Sept 30 (CODE 1)  
\_\_\_\_\_ \_\_\_\_\_ Basketball games: clock keeper, bookkeeper, ticketing at the gate (CODE 1)  
\_\_\_\_\_ \_\_\_\_\_ Golf Outing: planning committee or event helper (CODE 3)  
\_\_\_\_\_ \_\_\_\_\_ Lunch Duty (CODE 1)  
\_\_\_\_\_ \_\_\_\_\_ Providing food or refreshments for various events (CODE 3)  
\_\_\_\_\_ \_\_\_\_\_ Staff Appreciation Luncheon: organizing, food preparation (CODE 3)  
\_\_\_\_\_ \_\_\_\_\_ Clerical aide to office or library (CODE 1)  
\_\_\_\_\_ \_\_\_\_\_ Performing arts: helping with musicals, etc. (CODE 1)  
\_\_\_\_\_ \_\_\_\_\_ Yearbook graphics (CODE 2)  
\_\_\_\_\_ \_\_\_\_\_ Photography of school events throughout the year (CODE 2)

