



IF you volunteered in a classroom last year, 2007-08 , you only need to fill in the bolded sections **AND** sign the conduct form located in the back page.
THANK YOU

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Volunteer Registration Form 2008-09

Professional Information

(Mr./Mrs./Ms) First Name _____	Last Name _____
Business Name _____	Title _____
Business Address _____	
City/State/Zip _____	
Phone _____	
Email _____	Occupation _____
Best Time & Method to Contact You _____	

Personal Information

Home Address _____	
City/State/Zip _____	
Home Phone _____	
College/University _____	
Social/Professional Organizations _____	
Prior JA Involvement Yes No	If yes: Volunteer- Year _____ Student Fundraising Event
Ethnicity: Asian ___ African Am. ___ Caucasian ___ Hispanic ___ Am. Indian ___ Other _____	
Are you bilingual? Yes No If yes: Which language(s)? _____	
Have you ever been convicted of a felony?	Yes No

Program Preference

Which program/grade are you interested in teaching?	
Will you be "team teaching" with a peer?	Yes No
Would you be interested in receiving information about our special events?	Yes No
Would you be interested in hosting a class at your place of <u>business</u> ?	Yes No

VOLUNTEER CONDUCT STANDARDS

Each year Junior Achievement staff shall convey these standards in writing to all volunteers prior to their first visit to the classroom. Staff shall review these standards verbally, as well, with volunteers teaching for the first time.

Junior Achievement serves youth. Our volunteers teach valuable lessons with each word and especially with their conduct. Adult misconduct with youth carries serious consequences. Because Junior Achievement cares that its volunteers have healthy relationships with the youth they serve, it has established these standards.

1. *Young people look to adults for examples of appropriate behavior.* JA volunteers must use appropriate language and model honorable behavior, such as respect, integrity, honesty, and excellence. Profanity or sexualized language or jokes is inappropriate around students. Violating state law regarding interactions with youth, *e.g.*, providing them alcohol or illegal drugs, is forbidden.
2. *Volunteers must take particular care when touching youth.* Most people understand the difference between appropriate touching, like a handshake or pat on the back, and touching which is sexual or disrespectful. Volunteers must also consider how any physical contact may be perceived.
3. *Interactions with students must both be appropriate and appear appropriate.* Volunteers will spend most time with groups of students, although occasionally one-to-one situations may occur. Prior to any one-to-one interaction, a JA volunteer generally should ensure another adult is present or aware of the situation. Favoritism, or the appearance of favoritism, should be avoided.
4. *Volunteers are responsible for the quality of interactions.* Students often find it difficult to state discomfort or objections. Volunteers must be especially sensitive to physical and verbal cues that youth provide.

These are examples only, not a comprehensive list. Other actions not listed could result in suspension or dismissal as a volunteer.

Junior Achievement takes all complaints of misconduct seriously. Credible allegations of misconduct will be promptly investigated by the appropriate authorities. During any such investigation, the JA volunteer will be placed on leave. If an investigation determines misconduct occurred, it will result in the immediate and permanent dismissal as a JA volunteer.

Any JA staff member or volunteer who reasonably suspects misconduct must report these suspicions immediately to the appropriate JA staff person at the local office.

Sign and Return

I have received a copy of Junior Achievement's Volunteer Conduct Standards and have read, understand, and will abide by these standards. Please return this form to the Junior Achievement office.

By signing this, I hereby certify that I have never been charged with a crime of violence or a crime involving a child or young person, or, if I have, that I have fully disclosed in writing the facts regarding such a charge to the local Junior Achievement office.

Signature: _____

Date: _____

Name: _____

(please print)

By virtue of signing this form, I hereby agree to allow my name, photo, or testimonials to be used by JA-NJ for publicity purposes.