



# THE INTERNATIONAL SCHOOL

025 SW Sherman Street, Portland, OR 97201

Tel. 503-226-2496

## ALUMNI VOLUNTEER APPLICATION 2018

All volunteer applications and additional required documents (if requested) can be submitted via email to Lisa Olivares at [lisao@intlschool.org](mailto:lisao@intlschool.org), or by dropping the materials off to any front desk on campus.

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### GENERAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Birth Date: \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Current school: \_\_\_\_\_ Grade (Fall 2018): \_\_\_\_\_

Graduating Year from The International School: \_\_\_\_\_ Language Track: \_\_\_\_\_

Have you volunteered at TIS before?  Yes,  No If yes, when: \_\_\_\_\_

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### VOLUNTEER PLACEMENT PREFERENCE:

**Classroom Volunteer**

- RSVP required at least 48 hours in advance; our classrooms are open to volunteers for half-days only on pre-set dates (see calendar).
- Please note that not all classrooms/teachers can accept volunteers based on what the current schedule may be. We are unable to accommodate specific teacher requests.
- Two available time slots (all-day no longer available due to scheduling difficulties and safety):  
8:00 a.m. – 12:00 p.m. or 12:00 p.m. – 3:10 p.m.

**Open House Assistant**

- Share your TIS experience: answer questions and assist with tours during Open Houses for prospective parents. Discuss what you appreciate about your time at TIS, the daily life on campus, and how you're still using your track language (or how it's influenced you).

**Panel Discussion for Current Families (for alumni in high school and older)**

- Be part of a discussion with current TIS parents about how TIS shaped your future: answer a series of hosted questions with regard to where you've continued your education, what role language and culture continues to play in your life, your IB experience, etc.

**Campus Tour Guide Assistants**

- Join a staff member to show prospective families around campus. Tours are year-round; most take place in the morning. If you would like to participate and we can match you with scheduled tours.

**Event Assistance**

- Help with setup, guest assistance, and other activities; events include The International Festival, Movin' For Music and Art (*formerly Run For the Arts*), and the Grandparent Tea & Art Show.

**Summer Camp**

- Use your track language as a classroom volunteer for kids of all ages in all fluency levels! Alumni volunteers participate in administrative support, as Field Day volunteers, or as Classroom Volunteers.
- *Summer Camp volunteers have a separate volunteer application process; please contact Meredith Fleming, Summer Camp Director at [MeredithF@intlschool.org](mailto:MeredithF@intlschool.org) for application and further information.*

**Special Project/Other Opportunity**

- Do you have a special project or volunteer opportunity in mind that isn't listed above? Don't hesitate to contact Lisa at [LisaO@intlschool.org](mailto:LisaO@intlschool.org) to discuss additional opportunities.

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**VOLUNTEER QUESTIONS:** *(If needed, you may use an additional document or paper to complete the following questions).*

**1 - Please describe why you wish to volunteer; include any specific position, duties or activities you wish to assist with:**

**2 - Have you had previous experience as a volunteer? If so, where did you volunteer and what kind of work did you do?**

**3 - What do you hope to gain by returning to campus and being a volunteer at TIS?**

**4 - Do you have any special needs or restrictions we should know about?**

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**VOLUNTEER EXPECTATIONS:**

- Follow schedule (as provided).
- Be on time. Notify [LisaO@intlschool.org](mailto:LisaO@intlschool.org) of any unexpected absences.
- Follow through with tasks as requested by Teacher or relevant supervisor.
- Be courteous, respectful, and a good role model for students and lead by example. Universal Expectations should always be honored on campus, as well be part of you as an alum!
- Be proactive and ask how you can help

\* *Volunteers must be supervised at all times. Volunteers may not be left alone on campus at any point in the day.*

**AGREEMENT:** (PLEASE READ CAREFULLY BEFORE SIGNING)

**By Signing, you acknowledge:**

- 1.) I have reviewed, understand and agree to abide by the Volunteer Expectations outlined above.
- 2.) I agree to undergo a background check as required by the Child Care Division of Oregon for staff and volunteers at certified child care centers such as The International School. *(Required for volunteers 18 and older).*
- 3.) I hereby authorize The International School to call 911 in the case of an emergency and for me to be transported to a hospital in an ambulance to begin medical treatment at my expense.
- 4.) I hereby release, waive, and discharge The International School and all of its instructors, employees, trustees, agents, and volunteers from any and all liability, except to the extent caused by gross negligence or willful misconduct to me and to all my legal representatives, assigns, heirs, and next of kin for damage and injury to me or to any person or property arising out of participation in this program, whether on the school's property or elsewhere.
- 5.) I hereby understand that I am not an employee of The International School.
- 6.) I may be photographed for publicity purposes.

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent / Guardian Signature (if volunteer under 18):** \_\_\_\_\_ **Date:** \_\_\_\_\_