

# Volunteer Application

**South Eugene High School/International High School**  
**400 E. 19<sup>th</sup> Ave., Eugene, OR 97401 541-790-8016/Fax 541-790-8005**  
**Kathy Ruggles, Volunteer Coordinator** [ruggles\\_k@4j.lane.edu](mailto:ruggles_k@4j.lane.edu)

*SEHS welcomes and values parent and community volunteers!*  
*Please return completed forms to the South Eugene Main Office or Library, or by fax, or by email.*

Volunteer's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_  home  cell  work \_\_\_\_\_  home  cell  work

Email: \_\_\_\_\_

Volunteers are automatically signed up for eNews (parent email). If you do NOT want eNews, please check here

Student's Name (if you are a parent of an SEHS student): \_\_\_\_\_ Grade: \_\_\_\_\_

Days and times available for volunteering: \_\_\_\_\_

Emergency Contact (name/phone/relationship) \_\_\_\_\_

## **Ongoing Opportunities- School-Wide Support**

- \_\_\_ Tutoring: preferred subjects \_\_\_\_\_
- \_\_\_ Help in Career Center (1x per week)
- \_\_\_ Assist in Library
- \_\_\_ Parent Council Representative (meetings 1x per month)
- \_\_\_ Help with Scrip Sales (occasionally sit at table before or after a school event)
- \_\_\_ Help plan Parent Ed Programs
- \_\_\_ Help plan Senior/Grad Night Party (all grades welcome)
- \_\_\_ Serve as a Community Resource in area of expertise- Describe: \_\_\_\_\_
- \_\_\_ Supervise students in Coffee Stand
- \_\_\_ Sports or club assistant (specify) \_\_\_\_\_
- \_\_\_ Misc. clerical support (specify if you have area of expertise) \_\_\_\_\_

## **One-Time Fall Opportunities**

- \_\_\_ Serve on a Senior Project Panel
- \_\_\_ Help during Registration- early Sept.
- \_\_\_ Help with Parent Social – mid. Sept
- \_\_\_ Help with Senior/ Grad Night Party

## **One-Time Spring Opportunities**

- \_\_\_ Assist with IB Exams - May
- \_\_\_ Assist with Teacher Appreciation Brunch - Feb
- \_\_\_ Assist with Teacher Appreciation Lunch - Dec./May

## **One Time and/or At Home Opportunities**

- \_\_\_ Assist with Community Grant Writing
- \_\_\_ Drive for field trip
- \_\_\_ Substitute/ Fill in for Parent Council Recorder
- \_\_\_ Host family for visiting students
- \_\_\_ Assist with Parent Council Blog
- \_\_\_ Edit/Contribute to weekly Parent Council E-News
- \_\_\_ Chaperone an event

Office use only

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# 4J Discrimination Policies and Procedures

Volunteers, just like staff members, are required to report instances of harassment or discrimination when it comes to their attention. Sometimes it may seem like students are “just having fun,” but please remember that harassment hurts. Don’t ignore your feelings—if it feels like it’s hurtful, it probably is. Speak up when you see harassment, discrimination, intimidation or bullying. Notify a staff member about what you have witnessed—we need your eyes and ears to keep SEHS a safe place for all.

## 4J School District Policy

School board policy prohibits discrimination, harassment, intimidation, or bullying as defined by this policy, against students on or immediately adjacent to school grounds, at any school-sponsored activity, including athletic activities, on school-provided transportation, or at any official school bus stop. Staff and volunteers are required to report any instances witnessed.

### What These Terms Mean

**Discrimination** means any act that has the purpose or effect of unreasonably differentiating in treatment, based on disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics, or linguistic characteristics of a national origin group.

**Harassment** means unwanted behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature that is directed at an individual or group of students on the basis of disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics, or linguistic characteristics of a national origin group.

**Intimidation or bullying** means any act that substantially interferes with a student’s education benefits, opportunities or performance, and that have the effect of physically harming a student or endangering a student’s property; knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or creating a hostile educational environment.

I have read, do understand, and will comply with the 4J School District Policy and Procedures covering Harassment, Discrimination, Intimidation, Bullying and Retaliation.

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Signature

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Date

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# **CODE OF RESPONSIBILITY FOR SECURITY AND CONFIDENTIALITY OF RECORDS AND FILES**

Security and confidentiality of student records are matters of concern to all volunteers and to all other persons who have access to South Eugene High School's records. The main office is the repository of academic records, folders, and other files for South Eugene High School. The Career Center is utilized to distribute test scores, field questions from students about their transcripts, financial aide and college information. When other approved academic and administrative departments share these records, volunteers are placed in an especially unique position of responsibility and trust. The purpose of this Code is to clarify your own responsibilities. Since conduct either on or off the job could affect or threaten the security and confidentiality of student record information, each volunteer, student, or student worker is expected to adhere to the following:

1. No one may make or permit unauthorized use of any information in files maintained, stored or processed by the Counseling Office.
2. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information, which has come to them by virtue of their work assignment.
3. No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment.
4. No one may knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry. Only authorized personnel should be working on confidential materials.
5. No official record or report, or copy thereof, from the office where it is maintained, may be removed except in the performance of a person's duties.
6. No one is to aid, abet, or act in conspiracy with another to violate any part of this Code.
7. Any knowledge of a violation of this Code must immediately be reported to the person's supervisor.

Participants are required to adhere to the Code of Responsibility for security and confidentiality. Specifically all peer advisors, para-professional counselors, and volunteers are expected to adhere judiciously to the regulations and requirements suggested in this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sign other side →