



NAVAJO HEAD START

VOLUNTEER SERVICES

Yá'át'ééh!

Welcome to Navajo Head Start volunteering and giving of your time is easy and fun. We have many areas that might interest you:

- Classroom
- Administrative Office
- Maintenance
- Child Development (Teacher Supervisors)
- Parental Involvement

Volunteering is essential to our head start program. The success of the program depends upon active participation of parents and others in the community. Your knowledge, time and talent can all contribute to this effort.

By Volunteering, you will help us meet our non-federal match requirement, become acquainted with our head start program and help staff make it a fun learning experience for all.

There is no time commitment to volunteer. You can do it at your time of convenience, as a one time event or set a weekly schedule. We appreciate all volunteer hours. To get started simply complete the volunteer application form.

All volunteers must be 18 years or older, please direct any questions to Navajo Head Start at (928) 871-6902.

Thank you for your valuable contribution and making a difference in a child's life.

Sharon H. Singer, Assistant Superintendent
NAVAJO HEAD START



NAVAJO HEAD START Volunteer Services Application

You must be at least 18 years of age to volunteer

Contact Information		
Date of Application		
Name		
Mailing Address		
City/State/zip code		
Second Mailing address		
City/State/zip code		
Home Phone		
Other Phone	Work	Cell
Email Address		

Demographic Information		
Date of Birth	Month _____	Day _____ Year _____
Gender	_____ Female	_____ Male
Ethnicity	_____ American Indian	_____ Asian
Racial Group	_____ Hispanic	_____ African American
	_____ Caucasian	_____ Hawaiian/Pacific Islander
	_____ Other	
Are you a person with a disability?	If so please describe limitations.	
Education	_____ Advance Degree	_____ College Graduate
	_____ High School Graduate	_____ Non-High School Graduate
How did you hear about the Volunteer Service Program?	_____ Friend	_____ Newspaper _____ Other
	_____ Radio	_____ Staff _____ Television

Availability	
During which hours are you available for volunteer assignments?	
_____ Weekday afternoons	_____ Weekday mornings
_____ Weekday evenings	

Person to Notify in Case of emergency	
Name	
Street Address	
City/State/ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Our Policy
It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, sexual preference, age, or disability.
Thank you for completing the application form and for your interest in volunteering with us.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I understand that if accepted as a volunteer, I volunteer my services through Navajo Head Start program. I understand that I am not a paid employee of Navajo Head Start.

Name (print)

Signature

Date



NAVAJO HEAD START

Volunteer Responsibilities and Expectations

PURPOSE AND PHILOSOPHY

Head Start volunteers are an important part of the educational team and can make a significant difference in the lives of students. Navajo Head Start volunteers can provide a rich resource of community members who can assist center staff in diverse ways to facilitate and enhance the learning process. The purpose of this policy is to outline responsibilities and expectations for those serving as volunteers within Navajo Head Start.

RESPONSIBILITIES AND EXPECTATIONS

In accordance with Navajo Nation Personnel Policies Manual, volunteers shall have the approval of the Head Start Assistant Superintendent to perform volunteer services under the supervision of an assigned and paid teaching staff.

Volunteers are expected to follow the direction of Navajo Head Start procedures, employee to whom they have been assigned and to conform to all applicable laws, rules, and policies.

In the course of volunteering for Navajo Head Start volunteers may be asked to deal with confidential information. It is the expectation of Navajo Head Start that volunteers shall keep said information in the strictest confidence in accordance with, *Family Educational Rights and Privacy Act 20 U.S. C. § 1232g*.

In the course of volunteering for Navajo Head Start, volunteers asked to chaperone students on school approved events shall meet all criteria established in Navajo Head Start, *Student Transportation and Field Trip policies and procedures*.

Failure to follow the direction of a supervisor or to follow applicable laws, rules and policies may give rise to terminating the volunteer from service as stated in the Navajo Nation Personnel Policies Manual XV.

TERMINATION OF EMPLOYMENT(F) Termination of Volunteers or Temporary Employees.

All volunteers are required to submit a physical examination with TB (tuberculosis) results in accordance to CFR 1304.52(j).

IMMUNITY FROM LIABILITY AND WORKERS' COMPENSATION

Volunteers performing volunteer services as directed by and under the supervision of an assigned and paid teaching staff shall be immune from liability with respect to such decisions or actions, other than, established that such decisions or actions were grossly negligent, not made in good faith, or were made maliciously.

A volunteer is considered a tribal government employee for purposes of receiving workers' compensation *liability insurance coverage*, which shall be the exclusive remedy for all injuries and occupational diseases as provided by law.

DEFINITIONS "Volunteer" means any person who donates services without pay or other compensation except expenses actually and reasonably incurred as approved by the supervising agency. Volunteer does not include any person participating in human subjects research to the extent that the participation is governed by federal law or regulation, nor does it include compensatory service workers.

REFERENCES

Navajo Nation Personnel Policies Manual- Immunity for persons performing voluntary services.
Navajo Head Start Policies and Procedures – Human Resource
Head Start Performance Standards 1306.22

FORMS

Volunteer Agreement
Physical Examination



NAVAJO HEAD START

Volunteer Confidentiality Guidelines

- Volunteers are expected to follow the direction of the program employee to whom they have been assigned and to conform to all applicable laws, rules, and policies.
- In the course of volunteering for Navajo Head Start volunteers may be asked to deal with confidential information. It is the expectation of Navajo Head Start that volunteers shall keep said information in the strictest confidence in accordance with Family Educational Rights and Privacy Act.
- In accordance with Navajo Head Start-Employee and Volunteer Background Checks, volunteers who will be given significant unsupervised access to a student in connection with their volunteer assignment shall submit to a federal and tribal criminal background check as a condition of appointment.
- Failure to follow the direction of a supervisor or to follow applicable laws, rules and policies may give rise to terminating the volunteer from service.
- Serving as a volunteer in the educational setting is not an entitlement and schools are not required to utilize volunteer services. The opportunity to volunteer may be denied or terminated by program administration where services are no longer needed or where the presence of the volunteer may be disruptive to the educational environment.

VOLUNTEER AGREEMENT

As a Navajo Head Start volunteer, I understand and agree that:

While performing volunteer services on the premises of Navajo Head Start, I will conform to all applicable laws, rules, and policies which prohibits volunteers from engaging in proselytizing or recruiting activities of any type on school grounds or in conjunction with any school activity.

In the course of volunteering for Navajo Head Start, I may be dealing with confidential information and I agree to keep said information in the strictest confidence in accordance with Family Educational Rights and Privacy Act.

I will follow the supervision and direction of the teacher or supervisor to whom I have been assigned to perform my volunteer services and activities. Failure to do so may result in my being asked to leave the school premises.

Volunteer Signature

Date



NAVAJO HEAD START

AUTHORIZATION for BACKGROUND CLEARANCE Volunteer Services

All volunteers who provide services to children are under the direct visual supervision of a center Teacher or supervisor, you will be required to submit to a federal and tribal criminal background check and submit to a fingerprint clearance check. Volunteers should understand that the background clearance may include information regarding their name, social security number, their date of birth and address.

AUTHORIZATION

During the application process and at any time during my tenure with Navajo Head Start, I hereby authorize Personnel Security Consultant Inc. of Albuquerque, NM and Nation Nation Office of Background Investigations, on behalf of Navajo Head Start to procure a background screening report, which I understand may include information regarding my name, social security number, date of birth and address. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living in accordance to the Fair Credit Reporting Act.

Volunteer Name and Signature

Date

Volunteer Social Security Number

Volunteer Date of Birth *

Volunteer Residential Address

City/State/Zip Code



NAVAJO HEAD START

Volunteer Confidentiality Guidelines

- All volunteers who have access to personal information have a responsibility by which they are bound to the client, Navajo Head Start, the workstations, the community and themselves. The clients act in good faith, expecting that their circumstances and personal matters will remain confidential. Thus, we are obliged by both law and ethics to honor their trust.
- Volunteers are expected to follow the direction of the program employee to whom they have been assigned and to conform to all applicable laws, rules, and policies.
- In the course of volunteering for Navajo Head Start volunteers may be asked to deal with confidential information. It is the expectation of Navajo Head Start that volunteers shall keep said information in the strictest confidence in accordance with Family Educational Rights and Privacy Act.
- No identifying information such as names, addresses, social security numbers, physical disabilities etc. should be revealed to anyone outside of Navajo Head Start program or its or the assigned head start center. A volunteer, without proper written authorization, will provide no information regarding clients or staff.
- Discussing personal circumstances concerning another individual, even through names, addresses or social security numbers are not revealed, is also considered a breach of confidentiality. That is, a volunteer might possibly describe in detail personal circumstances and information concerning an individual for whom they have provided volunteer services, and even through the name and address is not revealed, this descriptive or description of a client's personal information or circumstances is considered detrimental to the client's right to confidentiality.
- The fact that a case has been made public through the news media does not alter the fact that the individual still has confidentiality privileges within Navajo Head Start and all of its head start centers. Thus, in these situations, confidentiality should still be maintained.
- Inquires or requests for information from news media; i.e., newspapers, television, or radio stations, should be referred to the Assistant Superintendent.
- Serving as a volunteer in the educational setting is not an entitlement and schools are not required to utilize volunteer services, but encouraged. The opportunity to volunteer may be denied or terminated by program administration where services are no longer needed or where the presence of the volunteer may be disruptive to the educational environment.

By signing below I am stating that I have read and understand the Volunteer Confidentiality Guidelines and agree to comply with the contents of this form. Volunteers are asked to sign the following guide line to respect the confidentiality of all individuals for whom they come in contact with through the Navajo Head Start program. This form will be kept on file through Navajo Head Start program.

Volunteer Signature

Date