



THE MONARCH SCHOOL
AND INSTITUTE

VOLUNTEER APPLICATION- INDIVIDUAL

Name _____	Today's Date: ____/____/____
Address _____	Drivers License _____
City _____ State _____ Zip _____	Birth Date: ____/____/____
Cell# _____ Other# _____	State Issued: _____
Email _____	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Employer _____	<i>Please note: this information is safely and confidentially collected and is used to perform criminal background checks for select volunteer positions.</i>
Do they offer an Employee Matching Gift Program <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Title _____	

What volunteer area(s) are you most interested in? Feel free to select more than one option:

- Administrative Support
- Community Outreach Team Member
- Campus Beautification & Maintenance
- Fundraising
- Monarch Library
- Environmental In Class Support: 'Get Out Program'
- In Class Support: Foreign Language/ Sign Language
- In Class Support: Art
- In Class Support: Drama/ Theatre Arts
- In Class Support: Gardening
- In Class Support: Computer Coding
- In Class Support: Fitness/ Movement/ Sports
- In Class Support: Wood Work 'Makers Space'
- In Class Support: Chrysalis Program
- Tutoring: PSAT/ SAT; Math and Science; Reading; Writing

What days do you prefer to volunteer? (Select all that apply)	What times do you prefer to volunteer? (Select all that apply)	I am interested in positions that are:
<input type="checkbox"/> Monday <input type="checkbox"/> Weekdays <input type="checkbox"/> Tuesday <input type="checkbox"/> Weekends <input type="checkbox"/> Wednesday <input type="checkbox"/> Anytime <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	<input type="checkbox"/> 8:00am - 10:00am <input type="checkbox"/> 10:00am - 12:00pm <input type="checkbox"/> 12:00pm - 2:00pm <input type="checkbox"/> 2:00pm - 4:00pm <input type="checkbox"/> 8:00am - 4:00pm	<input type="checkbox"/> On-going <input type="checkbox"/> Periodic <input type="checkbox"/> One-time projects <input type="checkbox"/> Summer Session

What interests you in volunteering with us? _____

Are there particular skill sets you would like to utilize in your volunteer work? _____

Have you ever worked with a special population? Yes No If so, please describe

Do you speak any languages other than English? If so, which language(s)? _____

Please list any previous volunteer experience and the type of work you did _____

Are you interested in serving in a volunteer leadership role? Yes No

Have you ever been convicted of a felony? Yes No If yes, please explain _____

Education:

High School Graduate

Business/Technical Training

Some College

College Graduate School _____ Degree _____

Graduate School: School _____ Degree _____

Please share any special interests or additional information about yourself that would be a great asset to the organization _____

Please list two professional references who have known you for one year or longer

Name _____ Name _____

Phone _____ Phone _____

In case of emergency, please notify:

Name _____ Name _____
Phone _____ Phone _____
Alternate Phone _____ Alternate Phone _____
Relationship _____ Relationship _____

I affirm that the information I have provided on this Volunteer Application is true and correct to the best of my knowledge. I agree to conform to the rules and regulations as set forth by The Monarch School & Institute and its affiliate organizations to the best of my ability. I agree to respect the confidential nature of case information as well as my personal contacts with the students. At the time I discontinue my volunteer service, I agree to notify my supervisor and volunteer coordinator, and will return my ID badge to Volunteer Services after completing an exit interview.

Signature Date

FOR INTERNAL OFFICE USE ONLY:

Orientation Date _____ Conducted by _____

1st Interview Date _____ Conducted by _____

2nd Interview Date _____ Conducted by _____

Training _____ Date _____ Conducted by _____

Training _____ Date _____ Conducted by _____

Training _____ Date _____ Conducted by _____

Training _____ Date _____ Conducted by _____

Training _____ Date _____ Conducted by _____

1st Job Assigned _____ Start Date _____ End Date _____

Reports to _____ Title _____ Day and Time Assigned _____

2nd Job Assigned _____ Start Date _____ End Date _____

Reports to _____ Title _____ Day and Time Assigned _____

3rd Job Assigned _____ Start Date _____ End Date _____

Reports to _____ Title _____ Day and Time Assigned _____

Comments _____

Please return your completed application to:

The Monarch School and Institute
Attn: Volunteer Department
2815 Rosefield Dr.
Houston, Texas 77080