

Name _____ Date of Birth _____

Phone (home) _____ (cell) _____ (work) _____

Street Address _____ City _____ Zip _____

Mailing Address (if different from above) _____

Email Address _____

Emergency contact person _____ Phone _____

Have you lived in another state in the last five years? Yes No

If yes, which state(s)? _____

Have you ever been convicted of a crime? Yes No

If yes, please explain: _____

Do you object to our agency running a background check on you? Yes No

Personal references:

References should have known you for at least 6 months, and not be relatives or live in the same household.

(name) (full mailing address) (phone)

(name) (full mailing address) (phone)

(name) (full mailing address) (phone)

Occupation (current or before retirement) _____

Education and training background _____

Are you fluent in any language other than English? If so, which language(s): _____

How did you hear about this program? _____

Experience with teens _____

If you have a disability and require accommodations to perform your assignment, please indicate _____

Signature _____ Date _____

For Office Use Only

Screening Process	Date Completed
Criminal Record Check	
Personal References	
1.	
2.	
3.	
Training	
ASPIRE Volunteer Basics (required)	
College and Career Basics (required)	
Financial Aid Basics (required)	

“I love how my students light up as they walk into the room to discover it was me who called them in to discuss their dreams. They are so appreciative.” – An ASPIRE Volunteer

Activities

- Meet with students and help them:
 - **Explore** career and educational options
 - **Choose** the best fit
 - **Apply** and **Pay** for their educational choice
- Use the Student Tracker to record their activities and progress (*for volunteers at high schools*)
- Become familiar with the middle school curriculum (*for volunteers at middle schools*)
- Attend volunteer meetings and trainings (orientation, ASPIRE Fall Conference, etc.)
- Use ASPIRE resources (printed materials, ASPIRE Toolkit at aspireoregon.org, newsletter, etc.)
- Follow ASPIRE guidelines, site policies, confidentiality regulations, meeting times, safety, etc.
- Complete a Volunteer Survey at the end of each year

Qualifications

- Pass background check and screening
- Desire, patience, and ability to work with teenage students
- Sensitivity to challenges faced by teenage students
- Reliable, dependable and consistent with your schedule, even when student may not be

Time Commitment

The schedule depends on your availability and the needs of students. Coordinators are willing to be flexible. The key is consistency and dependability.

Training

- Watch all ASPIRE training videos at aspireoregon.org.
- Attend any additional trainings required by your site coordinator

Site Name (please print): _____ Date: _____

ASPIRE Volunteer Name (please print): _____

ASPIRE Volunteer Signature: _____

Confidentiality

Confidentiality is the preservation of any privileged information concerning students that is disclosed in a professional working relationship.

The volunteer ASPIRE Mentor will keep the communication with his or her student confidential. All records dealing with specific students must be treated as confidential and be maintained according to site policy. ASPIRE Mentors will not discuss students' confidential information outside of the program.

General information, policy statements, or statistical material that is not identified with any individual or family is not classified as confidential.

Although the site is liable for a volunteer's acts within the scope of his or her duty, giving information to an unauthorized person could be interpreted as not acting within the scope of that duty and the site could refuse to support the volunteer in the event of a legal action. Violation of the Oregon Revised Statute regarding confidentiality of records is punishable upon conviction by a fine of not more than \$1,000 or by imprisonment in the county jail for not more than 60 days, or both.

Mandatory Reporting

ASPIRE mentors, as volunteers working with Oregon students, are mandated by law to report any known or suspected cases of child abuse to either a law enforcement agency or the Oregon Dept. of Human Services. This mandate is the only exception to the confidentiality clause listed above.

Avoid Conflicts of Interest

ASPIRE mentors may not sell anything to students, nor should they attempt to promote their personal religious, political, academic, or career agendas.

Interactions with Students

All ASPIRE meetings must occur on site and in the presence of site staff. No electronic communication is permitted between the ASPIRE mentor and student unless allowed by site administration and with the knowledge of the ASPIRE coordinator. Additionally, ASPIRE mentors may not transport students in their personal vehicles.

My signature below certifies I have read the material above and understand the confidentiality, mandatory reporting, conflict of interest, and interaction with student policies. I understand that my duty as a volunteer ASPIRE mentor is to abide by the laws and policies regarding preservation of confidential information. I agree to the responsibilities described in the position description.

Signature: _____ Date: _____

ASPIRE Publicity Authorization

I give permission for the site and the ASPIRE program to use my name, photograph or quotes in any form of ASPIRE publicity. I understand that I may withdraw my consent at any time by submitting a written request to the ASPIRE Coordinator.

Signature: _____ Date: _____