



# SPARK @ FPC-OKC

Support Program of Art & Reading for Kids!

1001 NW 25<sup>th</sup> St.

OKC, OK 73106

Phone: (405)525-0018

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## SPARK Volunteer Application

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Gender:  M  F

If Student Volunteer: Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

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Have you ever volunteered at SPARK in the past?  yes  no

If so when? \_\_\_\_\_ In what role/what capacity? \_\_\_\_\_

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Describe your interest, talents, skills:

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Availability:  M  T  W  TH  F  
 1:30P.M.  2P.M.  3P.M.  4P.M.  5P.M.  6P.M.

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How would you like to help? Please check all that apply.

Tutoring

Reading Buddy

Bus driver (CDL required)

Van driver

Art helper

Office helper (during bus runs)

Mentor

Other (describe: \_\_\_\_\_)

Do you require any special accommodations in a work environment? \_\_yes \_\_no  
If yes, what? \_\_\_\_\_

Please list any conditions, health problems, or allergies we should be aware of:

\_\_\_\_\_  
\_\_\_\_\_

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Please list 2 people we can contact in case of an emergency.

Name: \_\_\_\_\_ phone #: (\_\_\_\_) \_\_\_\_\_  
Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ phone #: (\_\_\_\_) \_\_\_\_\_  
Relationship: \_\_\_\_\_

I, \_\_\_\_\_, certify that the information provided on this form is accurate and complete. I understand that if any of the above information changes I am to inform the director as long as I am a volunteer at SPARK.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Comments:

\_\_\_\_\_



## SPARK Volunteer Application

**Print name of volunteer:**

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### **SPARK Volunteer Agreement**

- I understand the SPARK mission: Called by God to be a safe and nurturing environment. We seek commitment in each of our own lives to love our neighbor as ourselves, care for our program and building, share together spirituality, socially, physically and intellectually and serve as children of God, acting responsibly in the community. SPARK supports an environment of Christian love and respect regardless of religion.
  - As a volunteer, I do not expect compensation of any kind from SPARK or First Presbyterian Church.
  - I understand that volunteers must undergo and pass a background check through OSBI as well as DHS before working with children.
  - I understand that the SPARK director is over all volunteers and my volunteerism is to take place within the setting provided by the director and staff of SPARK.
  - I understand that I my role is to lead children with kindness and encouraging words. If a child is misbehaving and unresponsive to my direction, I will refer the child to the closest staff member.
  - I understand the importance of my role in the life of a child; as a result, I will make an effort to honor my volunteer commitment and will communicate with the director of any absences I may have as soon as possible.
  - I will abide by SPARK policies. I will check in at the SPARK office, I will arrive on time, and I will be prepared.
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### **My Rights as a SPARK Volunteer**

As a volunteer, I have the right to:

- receive accurate and timely communication from coordinators or the director,
  - receive suitable volunteer assignments that take into consideration my personal preference, experience, education, and employment background
  - have an outlet for my concerns, questions, comments, and feedback regarding the program and my place as a volunteer
  - receive recognition and appreciation for time spent and work done
  - terminate my relationship with SPARK if I feel my time and talents are not being respected, or if unforeseen circumstances arise that would hinder my ability to participate.
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I, \_\_\_\_\_ agree to abide by the points stated in this agreement, and I feel that they are reasonable and fitting.

Volunteer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_