



## Volunteer Packet

***All of the following documents MUST be brought to Baby Gator on the day of your orientation. Missing documents may require the postponement of your placement at Baby Gator. Course paperwork will not be signed until the entire volunteer packet is complete and student has gone through the orientation.***

- Background Information**
- Affidavit of Good Moral Character (Must be notarized)**
- County Background Screening (Expires 5 years after your first screening)**  
*Take this form to the Alachua County Sheriff's Department ONLY. Directions are on the bottom of the form. There is a charge of \$6.00(cash only)*
- Copy of Gator 1 Card or Driver's License**
- Emergency Contact Sheet**
- Photography Release**
- Parking Notice**
- Personal References (2)** *These completed forms must be included in your packet.*
- Volunteer Guidelines.**  
*Read and return the signature page*

**Please note that all volunteers are required to volunteer for at least 2 hours per week for 10 weeks of the semester.**

**If you have questions regarding this packet contact:**

Courtney Coleman- [jazz18@ufl.edu](mailto:jazz18@ufl.edu)

# Baby Gator Contact & Background Information

Name: \_\_\_\_\_ Email address \_\_\_\_\_

Local Address: \_\_\_\_\_

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

**Education Level:**

College \_\_\_\_\_ Department \_\_\_\_\_

**If you are a volunteer, what is your objective?**

\_\_\_ To fulfill a community service requirement for UF

\_\_\_ To fulfill a community service requirement for a sorority/fraternity or other organization

\_\_\_ To meet a class requirement. For what class? \_\_\_\_\_

\_\_\_ Other, please specify \_\_\_\_\_

**Days/hours available to volunteer:**

**Please note: Baby Gator is open M-F from 7:30am-5:30pm**

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_ Friday \_\_\_\_\_

**Describe previous experiences working with or caring for children:**

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**Do you speak any languages other than English? If so, please list them.**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

# **Emergency Contact Information**

Name \_\_\_\_\_

## **The persons listed below can be contacted in case of an emergency:**

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home phone number \_\_\_\_\_

Cell phone number \_\_\_\_\_

Work phone number \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home phone number \_\_\_\_\_

Cell phone number \_\_\_\_\_

Work phone number \_\_\_\_\_

# Photography Release

Baby Gator staff periodically takes photographs of daily classroom activities. These photographs are occasionally used for newspaper articles or our website. We will not post photographs of any teacher/staff/volunteer who does not give us permission to be photographed. Please complete the form below so that we may use your photograph.

\_\_\_\_\_ Yes, I give my permission to be photographed while engaged in activities at Baby Gator. I understand that these photographs may be used on the Baby Gator website or published.

\_\_\_\_\_ No, I do not give my permission to be photographed.

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

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

# Parking Notice

Baby Gator Child Care does not provide parking form employees, volunteers and Work Study Students.

Baby Gator will not be responsible for any parking tickets.

By signing this form, you are notified that unless you have the proper parking decal, you will not park in the Baby Gator parking lot.

We do not allow unauthorized parking in the Baby Gator parking lot.

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Printed Name

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Date

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Signature



## Personal Reference Check

Name of Applicant \_\_\_\_\_

Name & Address of Reference \_\_\_\_\_

As required by Florida Statue, personal reference checks must be completed for \_\_\_\_\_ to be employed as a caretaker of children at Baby Gator Child Development and Research Center at the University of Florida. Please answer the following questions.

1. In what capacity have you known the applicant? \_\_\_\_\_

2. How long have you known the applicant? \_\_\_\_\_

3. To your knowledge, has the applicant ever been convicted of a crime? If yes, please explain. \_\_\_\_\_

4. Do you think this person is qualified to work in an early childhood center and to care for children? \_\_\_\_\_ Why or why not? \_\_\_\_\_

5. Would you consider placing the responsibility of a child of yours with the applicant? \_\_\_\_\_

6. Additional Comments: \_\_\_\_\_

Name (please print) \_\_\_\_\_

Signature of person completing the form \_\_\_\_\_

Date \_\_\_\_\_



## Personal Reference Check

Name of Applicant \_\_\_\_\_

Name & Address of Reference \_\_\_\_\_

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5. Would you consider placing the responsibility of a child of yours with the applicant? \_\_\_\_\_

6. Additional Comments: \_\_\_\_\_

Name (please print) \_\_\_\_\_

Signature of person completing the form \_\_\_\_\_

Date \_\_\_\_\_

## **BABY GATOR VOLUNTEER GUIDELINES**

**DO...**

Talk quietly and gently with children at all times. Children like to talk about their games, their pictures, their new shoes, etc. Talking with adults gives them confidence and improves language skills, so it is important work.

**DO...**

Sit in the book corner and invite children to come and hear a story. Sharing a story with one or two children at a time is a very special experience and is probably the best way to encourage children to want to learn to read. Do allow children to talk about the pictures in the book and to “read” to you if they wish.

**DO...**

Sit down with children at the activity tables and help them with puzzles, pictures, etc. Encourage children to do the activities themselves, even though they may ask you to draw things for them. Adult demonstrations sometimes discourage children because they may feel inadequate.

### **ON THE PLAYGROUND**

**DO...**

Play ball with the children—baseball, basketball, throw and catch. Due to the varied ages of the children, this is best done with one or two children at a time as some children cannot wait to take turns or play organized games.

**DO...**

Push the children on the swings. Make sure the children are sitting down while they swing and be aware that some children are afraid to go too high or may get motion sickness. Always listen to a child who is afraid of an activity. Encourage but never put pressure on a child to do something he or she is not comfortable with. Children know their own limitations.

**DO...**

Ask for guidance from the teachers. They will gladly let you know whether an activity is appropriate or not. If you are not sure how you can be most useful, ask a teacher what you can do.

**DO...**

Ask teachers about the children. We have several children at Baby Gator with special needs, but, because we try hard to integrate them fully, it may not be obvious.

**PLEASE DON'T...**

Engage children in wild physical activities such as swinging them around, tossing them in the air, etc. It can be most intrusive, but young children don't always know how to say “no” to an adult.

**DON'T...**

Wrestle with children or encourage them to be aggressive in any way. While there may be a place for roughhousing and wrestling, it is not at school with an adult who does not know them very well.

DON'T...

Try to engage teachers and other adults in long conversation. They are there to take care of the children who need constant attention.

DON'T...

Try to solve difficult disputes between children and yourself. Please ask the teachers to help; they know the approaches we use at Baby Gator to resolve conflicts.

DON'T...

Be afraid to ask questions. We will always be happy to answer them. Please remember, everyone who works at Baby Gator- staff and volunteers alike, is there for the well-being of the children. They are our primary concern.

### **BABY GATOR VOLUNTEER GUIDELINES**

Baby Gator welcomes volunteers from many UF classes and values the help that these students provide in the classroom. Because of the large number of volunteers in the center, we have established the following guidelines for volunteer participating in our program. These guidelines will apply to all volunteer.

- The Volunteer Screening requirements must be completed before volunteer hours can begin.
- Each volunteer must sign in and out in the main office.
- Each volunteer will be provided with a volunteer badge. It must be worn at all times while on the Baby Gator campus.
- Volunteers must keep their own record of hours worked, if a set number of hours are required by their class instructor. Please keep up with your volunteer hours on an ongoing basis for quick reference by staff or your instructor.
- Each volunteer must read and follow the Volunteer guidelines and Do's and Don'ts for Baby Gator volunteers, as well as attend a volunteer orientation.

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I have read the Baby Gator volunteer guidelines and the Do's and Don'ts for Baby Gator volunteers. I will adhere to these guidelines and regulations at all times while completing my resident rotation at a Baby Gator center.

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

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

# County Background Screening

Baby Gator Child Development and Research Center  
Building 293 Village Drive  
PO Box 112550  
Gainesville, FL 32611-1210  
Telephone: (352) 392-2330  
Fax: (352) 846-0503

Alachua County Sheriff's Office  
2621 SE Hawthorne Road  
Gainesville, FL 32602-1210  
(352) 367-4000

To Whom It May Concern:

The person listed below is in a position which is covered under Chapter 435 of the Florida State statutes and is required to have a local criminal record check. Please provide any information you may have on this individual.

Volunteer (\$6.00 cash only fee)

Applicant's name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Social Security \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

I, \_\_\_\_\_, hereby authorized this facility to check any and all records pertaining to criminal activity and for any law enforcement agency to release information regarding criminal activity under Florida Statutes or any other jurisdiction.

Thank you,  
Courtney Coleman, Secretary

**Directions to the Alachua County Sheriff's department from the University of Florida: Drive east on University Avenue through town. You will pass all of the downtown area. Cross Waldo Road and continue following University Avenue until you see Hawthorn Road which turns off to the right (south). Turn right onto Hawthorn Road. Drive south about 1 - 1.5 miles. The Sheriff's department is located on the right hand side.**