



Volunteer Packet

___ **Contact Information**

___ **Attestation of Good Moral Character** (A new copy is required each year)

___ **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 no charge for this.

___ **Copy of Gator 1 Card or Driver's License**

___ **Emergency Contact Sheet**

___ **Photography Release**

___ **Parking Notice**

___ **References (2) You must return both of them before you can start.**

*Please give these forms to two people who can give you a personal reference.
You can use former employers, professors, pastors, rabbis, etc who can attest to your ability to work with young children*

___ **Volunteer Guidelines** (*Please read, sign and return with your packet*)
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, please contact:

babygator@admin.ufl.edu

Baby Gator Contact & Background Information

Name: _____ Email address _____

Local Address: _____

Home Phone: _____ Cell Phone _____

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 _____

Education Level

Program of Study _____ College/Dept _____

Anticipated Graduation date _____

Days/hours available to volunteer

PLEASE NOTE: *Baby Gator is open Monday-Friday from 7:30am-5:30pm*

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____

Previous child care experiences:

Hobbies and Interests (applicable to volunteering at Baby Gator)

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

1. _____ 2. _____ 3. _____

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 (no 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,
Jennifer Shipes
Office Manager

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.

Baby Gator Emergency Contact Information

Name _____ Semester _____

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 _____

3. Name _____ Relationship _____

Home phone number _____

Cell phone number _____

Work phone number _____

Photography Release

Dear Volunteers:

Baby Gator will periodically take photographs of you engaged in daily activities. These photographs are occasionally used for newspaper articles or our website. We will not post photographs of any teachers/staff who do not give us their permission to be photographed. Please complete the form below so that we may use your photograph.

Sincerely,
Dr. Pamela Pallas
Director

_____ Yes, I give my permission to be photographed while engaged in activities at Baby Gator. I understand that occasionally these photographs will be used on the Baby Gator website.

_____ No, I do not give my permission to be photographed

Signature _____

Name (please print) _____

Date: _____

Parking Notice

Notice

Baby Gator Child Care does not provide parking for 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.

Printed Name

Date

Signature



Personal Reference Check

Name of Applicant _____

Name & Address of Reference _____

As required by Florida Statute, 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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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.

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 I am a Baby Gator volunteer.

Printed Name _____ Date _____

Signature _____