Thank you for choosing to be a Kids College Volunteer this Summer!

Included in this Kids College Volunteer Packet are the following:

- **ESCC Kids College 2014 Volunteerism Agreement** (sign & return).
- **ESCC Volunteer Information Sheet** (sign & return).
- **Kids College Class Descriptions**. You will be given your class assignment during orientation.
- **Notification and Release for ESCC to perform a background check**. This is required of all Kids College volunteers. (Complete, sign & return. If you are under the age of 18, please have your guardian sign the bottom of this form as well.)
- **Kids College Volunteer Contact Information Form** (complete and return).
- **Self-addressed envelope to return requested forms and one (1) letter of reference to ESCC**.

In addition, please return one (1) letter of reference in the enclosed envelope. The person may not be related to you. He or she could be a teacher, coach, guidance counselor, spiritual leader, employer, etc. Please make sure your reference includes a contact number in his or her letter. Please return all the required forms and the letter of reference by 5:00 pm on Tuesday, July 1, 2014.

Your volunteer schedule will be: Monday through Friday, August 4-8, 2014, from 7:30 am to 5:30 pm. You will receive breaks that will be scheduled by the Kids College Coordinator and/or your assigned instructor. You will eat your lunch with your class. Information on your specific duties can be found in the enclosed **ESCC Kids College 2014 Volunteerism Agreement**.

Our volunteers are a necessary part of Kids College and provide a great help during our program! It is important that once you commit to your volunteer schedule that you arrive on time and are able to stay the entire time you have agreed to. A **required Volunteer Orientation will be held in late July** (date to be announced).

If you have any questions, please call the **Kids College Coordinator at #757-789-7979**. We look forward to seeing you this summer. Thank you!

ESCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Janet Justis, Dean of Learning Resources, 29300 Lankford Hwy., Melfa, VA 23410; 757.789.1723.
Basic Mindstorm Robotics
Instructor: Diana Kio

Do you love Legos and robots? Want to take it to the next level? Let's bring those creations to life! This entry level class to the world of Robotics will teach you how to build and program using the Lego Mindstorms NXT 2.0 platform. The robots will compete in daily challenges where they must sense their environment, perform programmed tasks, and navigate obstacles. Join us as we engineer the future!

Advanced Mindstorm Robotics & Computer Game Design
Instructor: Shane Kio

If you already have experience with the Lego Mindstorms robotics system and if you are interested in learning how to design and create video games, then this course is for you! In 5 days, you will build robots with multiple control bricks and program them using real computer code. You will also learn how video games are made, from planning to playing. We will use our Mindstorm robots to solve real world problems and then translate that information into virtual game environments. Ready, set, PLAY!

Art from A to Z
Instructor: Rose Jeffers

Creating through the exploration of color and science, students will understand the importance of mood and expression within the artwork as both the creator and the viewer. Students will create using traditional techniques and experimentation in drawing, painting, weaving, and sculpting. Work created will be inspired by color, artists, and music.
Adventures in Digital Art, Photography & Graphic Design
Instructor: Lauren Garbacz

Covers digital photography techniques that will help students compose better pictures. The Adobe Photoshop Elements program will be used to complete several projects related to photography and graphic design. Students will receive a flash drive with all of their work from the week, as well as several printed photographs to take home. Students are not required to have a digital camera, but it is helpful.

Digging with Dave: Introduction to Archaeology
Instructor: Dave Wright

Do you want to know how people in the past lived? Do you want to be a real life Lara Croft or Indiana Jones? Then take this class and become a detective with a shovel! Use the same tools that real life archaeologists use and see history for yourself. Class will include field trips to excavation sites like Furnace Town in Maryland where students will be able to uncover treasures for themselves. The fascinating world of underwater archaeology will be explored as well!

Forensic Science Crime Scene Investigators
Instructor: Stephanie Lilliston

Come learn how to process a crime scene! Participants will learn how to collect and identify fingerprints, analyze blood, hair, and fibers and sketch and photograph a crime scene. Students will also use facial identification software to create a sketch of a suspect and will participate in a facial reconstruction activity. The week will end with a mock crime scene where you will test your skills - do you have what it takes to solve the crime?
Dear future Kids College Volunteer:

Thank you for volunteering your services to ESCC’s Kids College 2014! The following is a summary of your duties and responsibilities:

* Assist Kids College Instructors with their classes. You may be scheduled to work with one class for the entire week or float between different classes. This class assignment will be given to you during orientation.
* Assist with the supervision of all Kids College students during their lunch break, Noon – 1:00 pm.
* Assist all applicable Kids College classes with the online VA Education Wizard application (www.vawizard.org).
* Assist Kids College Coordinator with other Kids College duties as assigned.

You will receive training on the duties you will be performing during your orientation and feedback will be given to you on your performance. As a volunteer, there is no compensation for your services. However, you will be given free lunch for the days that you volunteer if you stay the whole day.

Your volunteer schedule will be: Monday through Friday, August 4-8, 2014 from 7:30 am to 5:30 pm. You will receive breaks that will be scheduled by the Kids College Coordinator and/or your class instructor.

Your supervisor is the Kids College Coordinator (#757-789-7979) and should be contacted for any questions concerning your service as a volunteer.

Special requirements of serving as a volunteer in our department are: volunteer must follow all guidelines listed in the ESCC Kids College 2014 Volunteer Handbook. This Handbook will be given to you during your orientation. Orientation is usually scheduled in late July. You will be given advance notice of this orientation.

Please review the enclosed ESCC Volunteer Information Sheet which is provided to summarize important policies that govern your volunteer service. You and, if applicable, your guardian should sign below.

Thank you again!

Kids College Coordinator

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I, __________________________________ (print name), have read and understand the above information included in the ESCC Kids College 2014 Volunteerism Agreement Form and I agree to the terms of the duties as a volunteer at Eastern Shore Community College and agree to abide by the policies and procedures of the VCCS, Eastern Shore Community College, Kids College, and state and federal law.

Volunteer Signature _______________________ Date __________

Signature of Parent or Guardian (If volunteer is under 18)

_____________________ ______________________

Date Date
ESCC Volunteer Information Sheet

Purpose

Thank you for volunteering within the Virginia Community College System (VCCS). You are an invaluable part of our community and your efforts help to ensure that we can meet the needs of our students and the Commonwealth. This fact sheet is provided to give you important information about your volunteer service.

This information serves to remind you that volunteers are bound by policies, rules and regulations of the VCCS, the Commonwealth of Virginia and the federal government. This fact sheet summarizes appropriate policies that apply to volunteer service.

Code of Ethics: The VCCS Code of Ethics serves as a guide for the members of the VCCS community when ethical issues arise. It states in part that we are committed to learning environments that foster academic integrity, and a mutual respect and openness for the freedom of responsible thought, research, and discussion, that we will be good stewards of our resources and make effective and efficient use of them, we will maintain the confidentiality and security of information entrusted to us, and we will offer good faith and fair dealings to all those we serve and with each other.

Conflict of Interest: All VCCS employees and Volunteers should not accept any gift, favor, loan, service, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of our public duties. Actions should avoid even the appearance of a conflict of interest.

Equal Opportunity Policy: It is the policy of the Virginia Community College System to provide equal employment and educational opportunities for all persons without regard to race, color, religion, national origin, political affiliation, veteran status, gender, age, or sexual orientation and for all otherwise qualified persons with disabilities.

Sexual Harassment and Nondiscrimination: The VCCS does not condone any behaviors that create a hostile work or learning environment. Employees and volunteers faced with sexual harassment or other discriminatory action should bring the situation to the immediate attention of the college/System Office Equal Opportunity Officer.

Chancellor’s Safety Statement: Employees and volunteers are responsible for adhering to practices which meet or exceed applicable federal, state, and local standards for health and safety and should make every effort to maintain a safe and healthy working environment. Also, if there are any chemicals being used in the environment where you work, please ask your supervisor for training and information on the chemicals before beginning your work.
ESCC Volunteer Information Sheet Continued

**Vehicles:** If you must operate a vehicle as a part of your assigned responsibility, you must have a valid driver’s license or Commercial Driver’s License, as appropriate. The loss of a driver’s license should be reported to your supervisor immediately.

**Information Technology:** Volunteers given access to information technology resources in order to perform the duties of their assignment should receive orientation and training on information technology policies and procedures.

**Miscellaneous:**

- **Liability Coverage:** The VCCS liability coverage provides protection for negligent acts or claims of negligent acts for any employee or representative (volunteer) of the College/System Office, as long as the individuals were acting in an official capacity and within the scope of their duties.

- **Medical Insurance:** All medical concerns, including healthcare insurance, are the responsibility of the volunteer even if the injury occurs during the volunteered hours. Worker’s Compensation Insurance does not provide medical coverage for volunteers.

- **Legal Services:** System Counsel does not provide legal services if criminal charges are lodged against an employee or volunteer.

**Professional Conduct:** Volunteers are expected to perform assigned duties and responsibilities with the highest degree of public trust, work cooperatively with others to achieve work unit and college goals and objectives and utilize Commonwealth equipment, time, and resources judiciously and as authorized.

Questions about these policies should be addressed to your supervisor, the Kids College Coordinator or the Human Resources Department. A complete listing of these policies can be found on the College’s website or in the Employee Handbook. **You and, if applicable, your guardian should sign below.**

I _______________________________ (print name), acknowledge receipt of ESCC’s Volunteer Information Sheet.

___________________________________________________  __________________
Signature of Kids College Volunteer  Date

___________________________________________________  __________________
Signature of Parent or Guardian (If volunteer is under 18)  Date
NOTIFICATION AND RELEASE

Eastern Shore Community College - Human Resources

The information contained in my application for employment or volunteer work with Eastern Shore Community College - Human Resources (hereinafter, "The Organization") is true to the best of my knowledge and belief. I understand that any misrepresentation or false statement made by me in connection with the application or any related documents which is deemed material by The Organization shall result in The Organization not employing me or terminating my employment, or may cause me to be rejected as a volunteer. I understand and agree that all information furnished in my application and all attachments may be verified by The Organization or its authorized representative. I hereby authorize all individuals and organizations named or referred to in my application and any law enforcement organization to give The Organization all information relative to such verification and hereby release such individuals, organizations, and The Organization from any and all liability for any claim or damage resulting therefrom. I hereby acknowledge that I have been informed by The Organization that The Organization may seek to obtain a consumer report and/or investigative report that will include personal information regarding me, including but not limited to, educational history, work references, driving record, drug testing and criminal convictions or arrest records if allowed, in order to assist The Organization in making certain employment and volunteer selection decisions. I further acknowledge notification by The Organization that reports may be provided to The Organization by other firms subcontracted for that purpose, I, my heirs, assigns and legal representatives, hereby release and fully discharge The Organization, its parent and affiliated companies and the respective officers, directors, shareholders, employees, agents of each, including subcontractors, from any and all claims, monetary or otherwise, that I may have against The Organization, its parent, officers or subcontractors, arising out of the making, or use of, either a consumer report and/or investigative report, including any errors or omissions contained or omitted from such reports or investigations. The Organization agrees to inform candidates if an employment or volunteer decision has been influenced by information contained in a consumer report requested by Eastern Shore Community College - Human Resources and performed by Castle Branch, Inc. A free copy of the report may be obtained within sixty days by calling Castle Branch Inc., collect at 1-810-815-3889 or toll free at 1-888-723-4263. The organization will make available to you “A Summary of Your Rights Under the Fair Credit Reporting Act.”

PLEASE PRINT OR TYPE

List all names you have used in the past 7 years including maiden, middle, and aliases.

Name (First, Middle, Last) ______________________________________________________________________ Date of Birth (month/day/year) __________

Maiden Name or "AKA" ______________________________________________________________________ Dates Used (yr) from _______ to _______

Social Security # ___________________________ Driver's License # ____________________________ State ________

Current and previous address(es). PROVIDE ALL ADDRESSES FOR PREVIOUS 7 YEARS (max. two pages necessary).

Street From ____________ to ____________

City, State, Zip, County ______________________________

Street From ____________ to ____________

City, State, Zip, County ______________________________

Street From ____________ to ____________

City, State, Zip, County ______________________________

Applicant Signature (REQUIRED) ______________________________________________________________________ Date __________

FOR EMPLOYER USE ONLY: Please place a check next to the searches to be conducted.
Primary Contact: Diane Wheatley Phone: 757-785-1754 Email: dwheatley@es.vccs.edu

☐ Standard Package
  Virginia Statewide Criminal Search
  Social Security Alert
  Nationwide Criminal and Sex Offender Database
  Residency History

☐ Extensive Package
  Virginia Statewide Criminal Search
  Social Security Alert
  Nationwide Criminal and Sex Offender Database
  Residency History
  Unlimited County Criminal Records outside VA

Guardian Signature if Applicant Under 18 ______________________________________________________________________ Date __________
1. Name: ____________________________________________________________
   First  Full  Middle  Last

2. Date of birth: _______ / _____ / ______
   (Month)  (Day)  (Year)

3. Phone - home: (_____ ) ________ - ________

4. Phone - mobile: (_____ ) ________ - ________

5. Mailing address: __________________________________________________________
   (Street/PO Box)  (Apt #)
   __________________________________________________________
   (City)  (State)  (ZIP)

6. Email address: __________________________________________________________

7. Guardian's name: ________________________________________________________

8. Guardian’s phone number: ________________________________________________


Kids College Coordinator  757-789-7979