



Kids on Campus 2011

April 1, 2011

Dear Kids on Campus Volunteer,

Thank you for your interest in volunteering for our program this summer. We have a limited number of spaces available this year, so please return your paperwork as soon as possible.

Enclosed you will find a Volunteer Data Sheet, as well as the types of classes we are offering this summer. Please choose three classes that interest you most. You might not be placed in exactly those classes, but it will give us an idea about the general area that will work best for you.

You will also find the Kids on Campus Volunteer Rules and Procedures, the Kids on Campus Volunteer Oath, and the NWF State College Anti-Drug Policy. Please read through them carefully and understand what you are signing before you return the forms.

Please return your Volunteer Data Sheet, Anti-Drug Policy, and Kids on Campus Volunteer Oath by **May 13, 2011** to:

**Northwest Florida State College
Attn: Kids on Campus – Building K
100 College Boulevard
Niceville, FL 32578**

Since we have a limited number of volunteer spaces available, we cannot guarantee you a spot if you get your paperwork in after the deadline. **There will be a Mandatory Volunteer Orientation on Wednesday, June 8, 2011 from 10:00 a.m. – 12:00 p.m. in K-145.**

Again, thank you for your interest in our program. We are looking forward to a great summer!

Session Dates for 2011:

Session 1 - June 13-23

Session 2 - July 11-21

Sincerely,

A handwritten signature in cursive script that reads 'Carrie Chavers'.

Carrie Chavers
Program Coordinator, Kids on Campus

**Northwest Florida State College
Kids on Campus Volunteer Data Sheet**

Please complete the following:

Name	Age	Grade Entering
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Mailing Address	City	State	Zip Code	Home Phone
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Current school you attend: _____

Emergency Contact Information:

Name	Phone Number	Relationship
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Please circle the session(s) you are interested in volunteering in:

Session 1: June 13 – June 23 Session 2: July 11 - 21

Please circle which hours you would you like to volunteer?

Session 1:

Session 2:

Morning (8:30 – 11:50)

Morning (8:30 – 11:50)

Afternoon (12:30 – 3:20)

Afternoon (12:30 – 3:20)

All day (8:30 – 3:20)

All day (8:30 – 3:20)

Please list 3 areas you are interested in volunteering in. Your choices are art, technology, dance, languages, music, writing, science, sports, or theater.

1. _____
2. _____
3. _____

Please return this data sheet, the Kids on Campus Oath, and the Antidrug Policy Statement to:

**Northwest Florida State College
Attn: Kids on Campus – Building K
100 College Boulevard
Niceville, FL 32578**

**KIDS ON CAMPUS
VOLUNTEER OATH**

I _____, as a Kids on Campus volunteer, promise to adhere to the NWF State College campus rules. I will do my best to present myself in the most positive manner to all students, faculty, staff, and other Kids on Campus volunteers. I will follow the Kids on Campus Volunteer rules and procedures to the best of my ability and will do the utmost to act as a role model to all attending KOC students. If I fail to adhere to this oath, I agree to have my volunteer hours revoked and/or be dismissed from the Kids on Campus Program.

Volunteer Signature

Date



ANTIDRUG POLICY STATEMENT

PURSUANT TO THE DRUG-FREE WORKPLACE ACT OF 1988,
P.L. NO. 100-690 (1988)

NOTICE TO ALL EMPLOYEES AND VOLUNTEER WORKERS

Northwest Florida State College is firmly committed to maintaining a drug-free workplace. Employees and consultants are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace while officially representing the College. Violation of this policy will subject the employee or consultant to appropriate disciplinary action up to and including termination of employment. Violators may also be required to participate in an approved drug abuse assistance or rehabilitation program.

Employees must notify the College immediately (and in no event more than 5 days) after their conviction (or plea of guilty or No Contest) on a charge under any criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance in the workplace and/or while officially representing the College.

Compliance with this policy statement is a condition of employment with Northwest Florida State College as an organization receiving federal grants and contracts.

I certify that I have read and understand the above statement and acknowledge that this form will be placed in my official Personnel File.

Name: Last, First, Middle
(Please type or print)

Signature

Date

(9/08)