

# VOLUNTEER GUIDE

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tuscaloosa's  
**ONE**  
place

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205-462-1000 • [www.TuscaloosaOnePlace.org](http://www.TuscaloosaOnePlace.org)  
Or find us on Facebook!  
<https://www.facebook.com/TuscaloosasOnePlace>

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# VOLUNTEER GUIDE

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# OUR MISSION

Tuscaloosa's One Place, A Family Resource Center empowers people to achieve their full potential. We provide resources to promote self-sufficiency, strengthen families, and prevent child abuse and neglect; thus improving the quality of life for all members of our community.

## **About Tuscaloosa's One Place**

Since opening in June 1999, Tuscaloosa's One Place, A Family Resource Center, has worked to provide a comprehensive array of services designed to strengthen the family and community. TOP is a non-profit, social service corporation that offers programs designed to fill unmet community needs. Approximately 8,500 consumers per year are served at TOP. Programs are offered on-site and in various locations in the community. Most of the services provided are free to Tuscaloosa County families.

### **Programs Offered:**

- After School & Summer Programs
- Adult Education Classes (GED)
- Alabama Healthy Marriage and Relationship Education Initiative (AHMREI)
- Baby Talk
- Career Development
- Fatherhood Initiative
- Home Visitation
- Hispanic Service Providers
- Intake and Referral Services
- Juvenile Detention Alternatives Initiative (JDAI)
- Parenting Classes
- Relationship Enrichment Classes

COMMUNITY SERVICE CENTER  
UNIVERSITY OF ALABAMA

Sign Up for Service Learning Pro

**\*\*All UA students need to log their service hours on SL Pro in order to have them confirmed by Tuscaloosa's One Place at the end of each semester.\*\***

Visit the central hub for volunteer opportunities at UA and find the perfect service opportunity for you. In SL Pro, you can search through hundreds of volunteer opportunities, sign-up for projects that interest you, and then keep up with all of your service during your college career. You can have a service record when you graduate. It's simple...

1. Go to <http://slpro.ua.edu>.
2. Click on "Login" in the Student box.
3. Click "Create a profile."
4. Enter your personal information and create a username and password (we recommend using your myBama username and password since it's easy to remember).
5. Click "submit profile" at the bottom of the page, and you will be logged into SL Pro and directed to your homepage.
6. Click "browse" in your profile to see the volunteer opportunities currently available to students.
7. When you find a project that interests you, click "register now" and you will be signed up to serve.
8. You can return to SL Pro at anytime to log your volunteer hours, review your service record, and sign up for new volunteer opportunities.

**Questions?** For further assistance with SL Pro, contact Merrill Flowers in the Center for Ethics and Social Responsibility at [Merrill.flowers@ua.edu](mailto:Merrill.flowers@ua.edu) or 205-348-6494.

**Want more information on volunteer opportunities?** Contact the Center for Ethics and Social Responsibility at [cesr@ua.edu](mailto:cesr@ua.edu) or the Center for Service and Leadership at [volunteer@ua.edu](mailto:volunteer@ua.edu).

*\*Please allow 72 hours for a response to volunteer inquiries*

# Volunteer Policies and Expectations

- ◆ Volunteers **MUST** have a photo ID visible on them **at all times** and must bring a lanyard or nametag holder with them to display the ID. This is a new security requirement by the school system, and volunteers who do not adhere to this may be turned away.
- ◆ HAVE FUN! Enjoy making a difference in a child's life!
- ◆ Volunteers are expected to adhere to the TOP volunteer **DRESS CODE**. *Volunteers **MUST** wear jeans, khakis or slacks and an appropriate shirt while at the schools.* Appropriate shirts should not be low-cut, expose midriffs, or be see-through. No clothing with alcohol or tobacco symbols or suggestive language is permitted. No undergarments are to be exposed at any time. Jeans should not have holes or tears in them. Shorts and leggings are not allowed. When the dress or appearance of the individual disrupts the teaching-learning process, the TOP and school staff reserve the right to ask the volunteer to change their appearance.
- ◆ Please make this a priority and attend regularly. The students will benefit most when there is consistency. Arrive on time and remain until the end of the program.
- ◆ Please turn your cell phone off, which will allow you to focus your attention on the students who are excited to receive your help.
- ◆ Help build the students' self-esteem by encouraging their efforts.
- ◆ Call and inform the TOP Family Support Specialist who coordinates your school's program (205) 462-1000 as far in advance as possible when you cannot make it.
- ◆ Sign in everyday (both in the school office and/or your assigned classroom)
- ◆ DO NOT exchange phone numbers or personal information with students. This protects both you and the child's privacy.
- ◆ When you are concerned about a child please tell the TOP Family Support Specialist you work with.
- ◆ Respect and support the teacher. It is his or her classroom and they establish the priorities. Assist the teacher in keeping students

# Policies and Expectations Continued...

- ◆ If completing volunteer hours for community service involving any type of judiciary system (i.e. court-ordered service, alternative sentencing, or service due to an offense, etc), a volunteer **must obtain approval from the Volunteer Coordinator** at TOP **prior** to beginning their volunteer placement.
- ◆ Requests for verification of volunteer hours will be granted within **6 months** of a volunteer completing the service with TOP. Any requests submitted outside this time frame cannot be guaranteed.
- ◆ According to Alabama Law, Act #2000-775, Act #2002-457, and the Child Protection Act of 1999 (Act #1999-361) no person can be left alone with a child without a current background clearance. Volunteers are under supervision of school system employees. With certain University of Alabama classes and/or grants volunteers are required to undergo a background check. It is the responsibility of the volunteer to complete the background clearance process and provide a copy to Tuscaloosa's One Place.
- ◆ Please do not distribute food or drinks to the children during the program. Volunteers must have any food items approved by the Afterschool Coordinator due to allergies, diet restrictions, etc.



## MENTOR SURVEY

**At the end of the semester all volunteers/mentors will be asked to complete a survey regarding their mentoring experience. The surveys are used to improve the volunteer/mentoring experience and the afterschool programs. Surveys are confidential and do not affect a student's grade for their course.**



TOP VOLUNTEER GUIDE



## **AFTER-SCHOOL/SUMMER COMPONENTS**

**While each program may be slightly different, most of the program will contain the following activities:**

### **Snack Time:**

- ❖ **The students transition into the After-School time with a snack**
- ❖ **This is a great time to get to know the students in the class you are working with**
- ❖ **Sit down with a group of students and ask how their day was**

### **Remediation:**

- ❖ **This is academic assistance conducted by the After-School Teacher**
- ❖ **Lessons will usually focus on Reading or Math**
- ❖ **Sit with students and role model attentive listening**
- ❖ **Help redirect those not paying attention**
- ❖ **Once the teacher is finished, ask students what they have learned**



### **Homework Assistance:**

- ❖ **This is when we need your help the most**
- ❖ **Float between students who have questions on their homework**
- ❖ **Help students work towards developing their own answers  
DO NOT just give them the answer or find it for them**
- ❖ **You may be asked to work with a small group on academic games**

### **Life Skill/Enrichment Instruction:**

- ❖ **This is coordinated by TOP Family Support Specialist or Community Partner**
- ❖ **Character Education, Coping Skills, and Experiential Learning are provided to foster personal growth**
- ❖ **You may be asked to work with students in small groups on activities**
- ❖ **Sit with students and role model attentive listening**
- ❖ **Help redirect those not paying attention**



**Tuscaloosa's One Place  
After-School Program Staff  
205-462-1000**

**\*Volunteer Coordinator**

Torre McDonald [tmcdonald@tuscaloosaoneplace.org](mailto:tmcdonald@tuscaloosaoneplace.org)

**Central Elementary**

Rene Jones [rjones@tuscaloosaoneplace.org](mailto:rjones@tuscaloosaoneplace.org)

**Cottondale Elementary**

Lindsey Cargile [lcargile@tuscaloosaoneplace.org](mailto:lcargile@tuscaloosaoneplace.org)

**Davis Emerson Middle**

Rene Jones [rjones@tuscaloosaoneplace.org](mailto:rjones@tuscaloosaoneplace.org)

**Flatwoods Elementary**

Kaci Savage [ksavage@tuscaloosaoneplace.org](mailto:ksavage@tuscaloosaoneplace.org)

**Holt Elementary**

Kaci Savage [ksavage@tuscaloosaoneplace.org](mailto:ksavage@tuscaloosaoneplace.org)

**Holt High**

Paula White [pwhite@tuscaloosaoneplace.org](mailto:pwhite@tuscaloosaoneplace.org)

**Matthews Elementary**

Antoinette Ferguson [aferguson@tuscaloosaoneplace.org](mailto:aferguson@tuscaloosaoneplace.org)

**Maxwell Elementary**

Antoinette Ferguson [aferguson@tuscaloosaoneplace.org](mailto:aferguson@tuscaloosaoneplace.org)

**Northington Elementary**

Lindsey Cargile [lcargile@tuscaloosaoneplace.org](mailto:lcargile@tuscaloosaoneplace.org)

***What past  
volunteers  
had to say...***

*"It's a wonderful  
experience and  
rewarding to know  
that we can make a  
positive impact on  
these students."  
~After-School  
Volunteer*

*"I looked forward to  
coming into work  
each and every day,  
because I knew the  
work itself would be  
enjoyable and  
because I would get  
to interact with the  
hard-working,  
positive people that  
y'all are." ~TOP  
Volunteer*

*"Being able to work  
with at-risk children  
during the program  
was very worthwhile,  
especially when the  
children grasped a  
new concept."  
~After-School  
Volunteer*

## *School Information*

*(Spring)*

*Program Time: Most programs run from 3:00-5:00 pm*

<b>School</b>	<b>Grades</b>	<b>Program Days</b>	<b>Start Date</b>
Central Elementary	K-5 <sup>th</sup>	Monday thru Friday <i>*(Volunteers mainly needed on T/TH/F)</i>	1/11/16
Cottdale Elementary	1 <sup>st</sup> -5 <sup>th</sup>	Monday thru Friday	1/12/16
Davis Emerson Middle	6 <sup>th</sup> -8 <sup>th</sup>	Tuesday, Wednesday, Thursday	1/12/16
Flatwoods Elementary	1 <sup>st</sup> -5 <sup>th</sup>	Tuesday, Wednesday, Thursday	1/12/16
Holt Elementary	1 <sup>st</sup> -5 <sup>th</sup>	Monday thru Friday	1/11/16
Holt High School	9 <sup>th</sup> -12 <sup>th</sup>	Tuesday, Wednesday, Thursday(3:15-5:15)	1/12/16
Matthews Elementary	1 <sup>st</sup> -5 <sup>th</sup>	Monday thru Friday	1/11/16
Maxwell Elementary	1 <sup>st</sup> -5 <sup>th</sup>	Tuesday, Wednesday, Thursday <i>*(Volunteers only needed on Tuesdays)</i>	1/12/16
Northington Elementary	1 <sup>st</sup> -5 <sup>th</sup>	Monday thru Friday <i>*(Volunteers only needed on M/TH/F)</i>	1/11/16

## Volunteer Information and Confidentiality Statement

<b><u>Tuscaloosa's One Place, A Family Resource Center</u></b> <i>Volunteer Information</i>	
<b><u>Name:</u></b>	<b><u>Phone #:</u></b>
<b><u>Email:</u></b>	<b><u>Address:</u></b>
<b><u>Gender:</u></b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b><u>Ethnicity:</u></b> <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Other
<b><u>Professor &amp; Class or Organization/Group Name:</u></b>	
Please list any special skills, talents, or interests you feel might benefit the program:	
<b><u>Day(s) of Availability:</u></b>	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
<b><u>Emergency Contact:</u></b>	Name: Number:

<b>Confidentiality Statement</b>	
<p>As a Volunteer/Mentor with the Tuscaloosa's One Place, A Family Resource Center, I understand that all information about children and their families must be kept confidential. I will abide by all state and federal laws and regulations and agency policies regarding the confidentiality of any information pertaining to person served by the agency. I further release Tuscaloosa's One Place from any liability in the unlikely event that I am injured while participating in the After School Programs. By signing, I acknowledge that I have read the Volunteer Orientation Packet and agree to the conditions therein.</p>	
<b>Signature:</b>	<b>Date:</b>
<b>Witness Signature:</b>	<b>Date:</b>