



## Volunteer Information Sheet

Your name: \_\_\_\_\_

Home address: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Hilton Head:** Cordillo@Providence Church \_\_\_\_ Island Lutheran Church \_\_\_\_ New Oaks \_\_\_\_

**Bluffton:** Lowcountry Presbyterian Church \_\_\_\_

**Beaufort:** Waters at Ribaut \_\_\_\_ Marsh Pointe \_\_\_\_

### Emergency information:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Known allergies or medical conditions:

\_\_\_\_\_

What are you most interested in helping with? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are your hobbies or interests?

\_\_\_\_\_

\_\_\_\_\_



**Neighborhood Outreach Connection**  
**Confidentiality Policy**

The Neighborhood Outreach Connection (NOC) is committed to a high level of professional, legal, and ethical standards in the conduct of its business and interactions with its clients and partners. NOC is committed to protecting its confidential information and intellectual property, including but not limited to its business model, systems and processes, and business practices (know-how). NOC's "Confidential Information" consists of data, information, materials, and knowledge concerning its business other than information that is or becomes part of the public domain or that NOC regularly gives to third parties without restriction on use or disclosure.

"Confidential Information" also includes, but is not limited to, organization business information, business model and business practices (know-how), strategic and business plans, costs, donor database, finances, data and other information relating to children and families in its outreach programs, marketing and franchise plan, trademarks, and copyrighted works. "Intellectual property" includes, but is not limited to, manuals, designs, and learning center prototypes, examples and other documents and technical information developed by NOC.

All NOC Board members, employees, volunteers or contractors agree that they will not at any time directly or indirectly disclose Confidential Information of NOC to any person or entity outside of NOC or make any use of such Confidential Information or Intellectual Property in any way, commercially or otherwise, other than as is reasonably required to carry out the services of NOC. Each Board member, employee, volunteer or contractor agrees to prevent any unauthorized person from obtaining access to Confidential Information or Intellectual Property and to take all action reasonably necessary and satisfactory to protect such Confidential Information or Intellectual Property.

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Volunteer Printed Name

\_\_\_\_\_  
Volunteer Signature

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



August 1, 2023

Dear Staff, Teachers and Volunteers,

Neighborhood Outreach Connection (NOC) is doing everything we can to protect our staff, teachers, volunteers and the public. To this end, we will be following the Center for Disease Control (CDC) and local health department (DHEC) guidelines with regard to social distancing practices in order to reduce the spread of any infectious disease such as COVID-19.

This may require our staff, teachers and volunteers to maintain safe distance as much as possible. We may also be requiring this same procedure for employee-teacher, employee-volunteer and student contact in order to limit the exposure to all individuals.

We may require all individuals (students, staff, teachers, volunteers) to utilize either surgical masks or improvised masks such as scarves, bandanas, and handkerchiefs to reduce the risk of exposure to yourself and others. Everyone is required to wash hands or sanitize hands after using the restroom, sneezing, coughing, and before eating meals or preparing meals or snacks, and will properly wear and utilize sterile gloves.

I understand that I may be informed of or encounter sensitive Personal Health Information (PHI) for those that NOC (Neighborhood Outreach Connection) serves. I agree to hold this information in confidence and will not disseminate any PHI except as allowed by law and/or per the policy and procedures of said organization which I am working or volunteering.

I understand that there is no direct medical health coverage afforded to me during my relationship with **NOC**. NOC is not responsible for any potential exposure to COVID-19 or any other infectious disease, which is not a direct result of negligence on the part of their staff, teachers, volunteers, or the organization. Unless specifically stated in writing, I understand that there is no South Carolina State Labor and Industries employment security insurance provided to me.

If we all work together, we can overcome the spread of this virus as well as other infectious diseases. NOC welcomes you to our facility. By signing below, you agree to comply with the written instructions above. Failure to comply with these written instructions or verbal instructions from teachers, staff or volunteers may result in your removal from the Learning Center.

\_\_\_\_\_  
Volunteer **Printed Name**

\_\_\_\_\_  
Volunteer **Signature**

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



## General Media Release

I agree,

NAME: \_\_\_\_\_

to appear in media interviews, video recordings, or television broadcasts that are authorized by Neighborhood Outreach Connection (NOC). I further give permission for my photograph to be used in printed materials or in other media forms that are authorized by NOC.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## EDUCATIONAL/ ENRICHMENT VOLUNTEERS

*NOC thanks you for being a volunteer in one of our learning centers. We could not change the lives of our communities without you.*

Please make sure to...

- Notify the Program Manager of your schedule and any changes in your schedule
- Sign in and out on the Volunteer Sheet every time you volunteer
- Ask the program manager for your assignment: if you are uncomfortable with what is being asked, please tell the program manager

### VOLUNTEER TASKS

- Supervise and organize snack and playtime: help pass out snacks, organize games for students
- Work in a grade-level band: Pre-K- to K, 1 to 2, 3-5, 6-8: this may vary depending upon the learning center
- Offer one-on-one support or small group support with homework or basic skills
- Support a teacher (usually one that has a large group of students)

### HOMESCHOOL SUPPORT

- Check for homework first: usually in the Yellow Communication folder or written in a journal for K-3; Homework goes home on Mondays and is usually returned on Thursday or Friday.
- **K-2** Homework usually is spelling, sight words, making sentences, reading, and doing math problems
- **3rd- 5th**: homework is mainly on the computer with some paper homework; they must complete 45 minutes of I-Ready Reading a week( 15 a day) , and either IXL, Reflex, or I-Ready Math. This is all on the computer. Students should have a piece of paper and pencil next to them to solve the math problems on the computer.
  - Study guides are provided for upcoming tests- they should have these in their book bags
- **6th-8th**: students are usually working on research projects, presentations, writing essays... on the computer- please check in with them to see how they are doing.

**NOC READING TIME:** based on students' most recent report cards- students need to be reading at the center and stopping to think about what they are reading.

Reading a book at the center is non-negotiable: most of our students have additional reading 10-15 minutes a night (besides computer program). They should be reading a real book. They will tell you they don't have to. We just tell them at NOC this is your homework.

## TUTORING SUPPORT: Educational Activities

- **Read with 1-2 students (10-15 mins depending upon age):** have them read to you unless they are in PreK-K. Stop and ask them questions about what they are reading, words they don't know or what they think might happen:
  - Who? What? Where? Why? How?
  - Work on Vocabulary: write the meaning of a new word with picture
  - Draw a picture of what they read or favorite part of the book
- **Practice basic math facts: 10-15 mins** flash cards or written problems
  - **Pre-K -K:** Counting and writing numbers to 100, count a given number of objects, Breaking a 10 into different piece (1,9; 2,8; 3,7; 4,6; 5,5), add and subtract within 10, identify different shapes, create and identify repeating patterns
  - **1:** count by 5s and 10s up to 100, add and subtract through 20, compare numbers (less than, greater than, equal) add and subtract a two digit number with a one digit (12 + 8; 14-3), create and extend a repeating pattern, work on measuring small objects and put them in order by size.
  - **2:** count by 10s and 100s to 1,000; read, write, and represent numbers to 999; add and subtract through 99; add up to four two digit numbers (34 + 12+ 10+56=); solve word problems, even or odd numbers, identify triangles, quadrilaterals, hexagons and cubes, measure items, use analog and digital clocks, money: dollar bills and change
  - **3:** round numbers to nearest 10 or 100, add and subtract to 1,000, multiplication facts, fractions and fraction equivalence, division without remainders, word problems, shapes and categories, three-dimensional shapes, measuring and comparing, money: dollar bills and change, time
  - **4-5:** add and subtract within 1 million; multiply and divide up to a four-digit number by a one-digit number (2,345 / 8) and multiply a two-digit number by a two-digit number(67 x 45), multi- step word problems with all operations, fractions adding and subtracting, compare and order decimals, add and subtract whole numbers and decimals; recognize shapes and their attributes
  - **6-8:** If you are able to support them with their math homework, please do so.
- **Organize/ Play educational or enrichment games** with the students: This helps build their collaboration and interpersonal skills: checkers, chess, bingo, jenga, word puzzles, scrabble, origami, puzzles...

*We are always open to your feedback. We cannot improve our programs if we do not have your valuable suggestions and feedback. Please contact Julie Palma, Director at [juliepalma@noc-sc.org](mailto:juliepalma@noc-sc.org); 843-681-4100.*

*Thank you for your service to our NOC children!*

*Julie Palma*



## Background Check

In order to volunteer with NOC, you must complete a background check through Beaufort County School District. The process takes about 5 minutes and is free. Please follow the instructions below.

1. Visit: The Beaufort County Schools Volunteer Site:  
<https://bib.com/secure-volunteer/Beaufort-County-School-District/home>
2. Fill out the form with your information and the school location information below (if asked)
3. Complete all information fields.
  - a. Please select from the following schools to list in your application:
    - i. **Hilton Head: New Oaks, Cordillo@Providence Church, or Island Lutheran:**  
Hilton Head Island Elementary, Hilton Head Island School for Creative Arts,  
Hilton Head Island Early Childhood Center, Hilton Head Island Middle School
    - ii. **Bluffton: Lowcountry Presbyterian:** Bluffton Elementary, Bluffton Middle, Red Cedar Elementary, HE McCracken Middle School
    - iii. **Beaufort City: Waters at Ribaut or Marsh Pointe:** Beaufort Elementary,  
Beaufort Middle
4. The background check takes approximately 1-2 weeks to complete. You will receive a volunteer card once approved.
5. Email a copy of your volunteer card to [admin@noc-sc.org](mailto:admin@noc-sc.org) or provide the program manager with a copy of the verified check