

Huaxia Chinese School at Bergen (HXBG)

Volunteer Application Form

华夏中文学校博根分校义工申请表

School Year _____

1) Name: 姓名:	4) Telephone # (电话): Cell Phone # (手机):
2) D.O.B (出生日期): (/ /)	5) E-Mail:
3) Gender (性别): ___ M (男) ___ F (女)	6) Home Address (地址):
7) Current Grade (年级):	8) Current School Name (学校名):

9) Can you be a teaching assistant in any of the following areas? (Check all that apply):

___ Language Class (CSL, K, 1) ___ Language Class (>4)
___ Language Class (2, 3, 4) ___ Culture Classes (please specify): _____

10) What other commitments do you have that may conflict with volunteering?

Yes or No (circle) If yes, what time?

11) What other experiences have you had with volunteering, if any?

12) How are you qualified to volunteer in HXBG? How will you help the HXBG community? (optional)

☐ I have completely filled out all required information in the above application and have also read the Huaxia Chinese School at Bergen Volunteer Agreement, as well as having a full understanding of the contents before signing below.

Applicant Signature: X _____ Date: _____

Parent/Guardian Signature: X _____ Date: _____

Huaxia Chinese School at Bergen Volunteer Agreement

Purpose:

- Huaxia Chinese School at Bergen (HXGB) Volunteering is intended to:
 1. Assist teachers at the class; 2. Help the school administration; 3. Improve school environment and efficiency.
- Participants will learn the following principles:
 1. The importance of community service; 2. The proper work discipline and attitude; 3. The leadership; 4. The joy of helping others

Eligibility:

- Candidates must be in their school grade 7 or above to volunteer at Huaxia Chinese School at Bergen.
- Applications may be accepted at any time of the school year and the school will decide if there are positions available. If not, the application will be put on hold until next opening.
- Applicants are prioritized in the following situations:
 1. The present students at HXBG and alumni 2. Previous volunteers with good service records. 3. Those who are able to communicate in Mandarin Chinese. However it's not mandatory.

Rules:

- Volunteers on duty must first sign in at Cafeteria and then go to their assigned classrooms.
- Volunteers must listen to teachers or admin personnel whom they assist.
- Volunteers are not allowed to smoke, drink alcohol, or consume drugs.
- Volunteers are not permitted to arrive late or leave early unless they are given permission to do so, and unless such permission is granted, volunteers are expected to arrive five minutes prior to their duty to help with set-up and to leave after clean-up.
- Volunteers must notify the vice Principal via email before 9:00pm on the Thursday prior to the School day.
- Volunteers are allowed 3 absences in one school year and thereafter will not be allowed to continue as a volunteer in the HXBG for that school year.
- Volunteers who do not abide by these rules shall be suspended by the school; the School Principal will determine the proper length of suspension.

Certificates: Upon completion of school year, all qualified volunteers will receive an official certificate of hours contributed from Huaxia Chinese School at Bergen in appreciation of their community service.