

## **Statement of Purpose:**

Gateway Middle School is dedicated to promoting the leadership development of students. As part of a multi faceted endeavor and the coordination of volunteers, we strive to improve student lives by exemplary role modeling. Promoting a strong base of community volunteers through recruiting and appreciation is aimed to help young people improve their values and skills.



One of the most important things we can do for children is to allow them to see parents and teachers working together. This helps children realize that there is a bond between home, community and school. Parents and other caregivers who work in the school gain a deeper understanding of their student's educational experiences.

## **Time Commitment:**

A clear and consistent commitment is essential to the youth we work with and also makes the volunteer experience more meaningful. You may choose to volunteer weekly, monthly, or for a one time activity.

## **Why Volunteer:**

- Make a difference
- Meet new people—have fun!
- Uncover hidden skills & talents

## **Application Process:**

- 1) All volunteers in Everett Public Schools must complete a volunteer application and Washington State Patrol disclosure statement in order to volunteer. Please mail the completed application to the address below and plan on a two-week processing period. The volunteer forms are available online or at Gateway Middle School.
- 2) Please complete the "Gateway Volunteer Interest Form" and return it directly to the main office.

## **Application Process:**

After your application has been received, We will review your interests and availability and find the best placement for you. Next, you will be invited to the school for an orientation session.

## **Volunteer School Contact:**

Elizabeth Nunes, Asst. Principal  
**[enunes@everettsd.org](mailto:enunes@everettsd.org)**

Lorie Lambert, Office Manager  
**[llambert@everettsd.org](mailto:llambert@everettsd.org)**

Cheri R. Burkhardt, General Secretary  
**[cmiller-burkhardt@everettsd.org](mailto:cmiller-burkhardt@everettsd.org)**

Everett Public Schools  
4730 Colby Ave  
Everett, WA 98203  
425-385-4000

[www.everett.k12.wa.us](http://www.everett.k12.wa.us)



**Gateway Middle School**

*Volunteer  
Opportunities*

15404 Silver Firs Drive  
Everett, WA 98208  
425-385-6600

## **Our Mission:**

*Our mission is to serve every student with excellence as the standard.*

## **Volunteer Opportunities:**

**Athletics:** Love sports? Help coach, referee, or assist with athletic programs.

**Classroom:** Help students improve their grades and support teacher projects.

### **Computer Mentors:**

Explore technology! Teach basic computer skills or help a child use technology skills and surf the web safely during Study Club hours (2:50-4PM; M-Thursday).



**Field Trips:** Chaperone the adventure! Ride the bus with the students and teacher.

**General Assistance:** Enjoy Kids? If you have time but no specific program interests, you will be assigned in an area that needs help.

### **Special Events & Projects:**

Throughout the year a club or class may have a special event or project that will need a volunteer. This usually is a one-time commitment.

**Walk About:** Volunteers provide a valuable service to the staff and students at Gateway by simply being around our school campus. **Before, after school and/or during lunches.**

Please contact Gateway Middle School's Campus Security (425/385-6763).

**Scheduling a time to volunteer:** When you are volunteering at school you are demonstrating your support for education. We appreciate this very much. Please make sure to schedule your volunteering time in advance with the main office so that we are prepared for your arrival and are able to best utilize you in the classroom and on campus.

**Signing in at the office:** You will need to sign in at the office and obtain a visitor's badge each time you volunteer. The visitor's badge needs to be worn at all times while on campus. The procedure of having all visitors and volunteers sign in serves three functions. In the event of an emergency, the school office will know exactly how many people are on campus.

A more important function is that by having visitors sign in at the office and issuing badges, the school staff is instantly able to identify a parent on campus who is authorized to be at school as opposed to an unauthorized visitor.

Lastly, by signing in at the office you are ensured to receive the appropriate hours to earn your *in-service award*.

**Presidential Service Award:** Volunteers approved by Everett School District can receive the Presidential Service Award recognition for volunteer hours earned over the calendar school year or over the course of a lifetime shared here at Gateway.

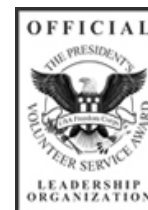
Volunteers are renewing a commitment to helping others and making new connections to bring us closer together as families, as neighbors, and as communities. In recognition of your service you can earn an award lapel pin, a personalized certificate of achievement, and more...

Bronze: 100 to 174 Hours

Silver: 250 to 499 hours

Gold: 500 hours or more

[www.presidentialserviceawards.gov](http://www.presidentialserviceawards.gov)



**Confidentiality:** Confidentiality is of the utmost importance in your association with staff and students. What you see and hear at the school is private. You are in a unique position when you volunteer on campus to have information that is not meant to be shared. Students you observe on campus cannot be discussed with other parents, faculty, or staff. Please refer any questions regarding students to the supervising staff member.

**Discipline:** Volunteers are not to discipline students. Discipline is solely the responsibility of the teacher or appointed staff member. Your participation and support is to always work under the direction of the staff member to HELP, not replace. When you are the adult helping supervise a group of students, you may appropriately address safety or behavior issues. It is the responsibility of the volunteer to inform the teacher as soon as possible about behavior issues. However, any consequences for behavior are the responsibility of the staff member.

**Understanding Diversity:** Volunteers should also be reminded that their value system might be different from Gateway students and to be sensitive to diversity issues. There may be situations where a young person may look and act very different and whose background and lifestyles may be dissimilar to yours. These differences in lifestyle, ethnicity, or perspective are known as "culture". Culture, in this sense, is more than race or ethnicity; it encompasses ways of dressing, family structure, traditions, time orientation, response to authority and more.

**Thank You!** Your willingness to volunteer your time at Gateway is appreciated. We believe that you are an integral part of our work educating students and we encourage you to actively participate.