



# ***2010/ 2011 VOLUNTEER APPLICATION***

## ***PROGRAM OVERVIEW***

The SMART program (Schools Mentoring and Resource Team) is a scholarship program for highly motivated, low income students in San Francisco. SMART provides a three year scholarship to a private or parochial middle school (grades 6-8) to approximately 50 students. In addition to a scholarship, SMART provides each student with a mentor/tutor, an after school program, a summer program, assistance with the high school application process, and family support.

### **WHAT DO SMART VOLUNTEERS DO?**

SMART volunteers provide critical support, guidance and friendship to students as they encounter unfamiliar educational and social settings in their new school environment.

### **WHAT DOES VOLUNTEERING LOOK LIKE AT SMART?**

SMART students are matched with a volunteer mentor and tutor in a one on one relationship. Volunteering takes on a variety of forms at the SMART Program, depending on what role you are interested in. Some volunteers mentor or tutor only, while others act as both a mentor and tutor to a specific student.

## ***VOLUNTEER ROLES***

### **TUTORING**

Volunteer tutors help their student succeed academically at their new schools by assisting with homework, organizational and time management skills, working together on subjects that are challenging and exciting to student, helping with the high school admission process, and encouraging learning outside of the classroom. Tutors regularly discuss the student's academic progress with the parents, SMART staff and teachers.

### **MENTORING**

Volunteer mentors serve as a positive adult role model to the student, and provide vital friendship, support and guidance as they adjust to unfamiliar environments. Typical mentoring activities include having lunch together, spending time outdoors, and exploring the city.

## ***QUALIFICATIONS***

SMART is looking for committed volunteers who are patient, enjoy being with young people, have prior experience with youth, good communication skills, and a positive attitude. Volunteers highly desired with experience working with middle school students, students of color, urban students, and/or speak Spanish or Cantonese.

## ***TIME COMMITMENT***

SMART tutors meet their student weekly for 1 ½ hours (one day a week Mon-Thurs from 5:30-7:00 pm at the SMART office.) SMART mentors commit to spending at least 2-4 hours a weekend with their student. SMART mentor/tutors meet their student weekly for tutoring for 1½ hours and meet for mentoring 2-4 weekends a month for 2-4 hours. All volunteers must commit to their student for a minimum of one year.

## ***VOLUNTEER SUPPORT***

Volunteers learn about their student's academic strengths and areas needing improvement before they begin tutoring. They receive on-going educational support and curricula from SMART staff, share successes and concerns about their student with SMART staff by filling out monthly progress reports on the student's academic progress and mentoring activities, and maintain regular contact with the student's teachers and parents. In addition, volunteers attend Monthly Volunteer Meetings to share challenges and successes, and join other volunteers and students in group activities such as bowling, ice skating, and visiting museums.

## ***BENEFITS TO VOLUNTEERS***

SMART volunteers have the opportunity to work with a motivated, middle school student, reflect on own childhood experience, and support a young person in achieving their goals and dreams.

## ***HOW DO I GET STARTED?***

Fill out a volunteer application, come in for an interview, submit to a reference check, and background check, and attend a Volunteer Training. Once you fill out the volunteer application, the Volunteer Coordinator will contact you for an interview. Once assigned to a student, volunteers meet with their student and family in a matching meeting. The entire application process takes approximately 2-4 weeks to complete.

**TO APPLY TO BECOME A SMART VOLUNTEER, PLEASE FILL OUT THE ENCLOSED VOLUNTEER APPLICATION AND SEND BY FAX OR MAIL TO:**

SMART Program  
Attn: Volunteer Coordinator  
1345 Mission Street  
San Francisco, CA 94103  
415.865.5400 phone  
415.865.0505 fax  
[www.thesmartprogram.org](http://www.thesmartprogram.org)

# SMART PROGRAM VOLUNTEER APPLICATION FORM

(PLEASE PRINT)

## CONTACT INFORMATION

\_\_\_\_\_  
name (first) (middle initial) (last) AKA (maiden or other name changes)

\_\_\_\_\_  
address (street) (city) (zip)

\_\_\_\_\_  
How long have you lived at this address? How long have you lived in California?

\_\_\_\_\_  
home phone cell phone email

Best way to contact you between the hours of 4:00 and 7:00 pm:  e-mail  home phone  cell phone

If applicable, please list other cities or states you have lived in within the past ten years.

## PERSONAL INFORMATION

\_\_\_\_\_  
gender date of birth birthplace (city, state) social security number

\_\_\_\_\_  
marital status (married, single) ethnic/racial identity what other languages besides English, if any, do you speak?

Do you have a car? \_\_\_\_\_ CA Driver's License #, Expiration date: \_\_\_\_\_

Insurance provider & Policy number: \_\_\_\_\_

**SMART will need a copy of your insurance certificate for our files.**

All mentors and tutors will be fingerprinted for security purposes.

Have you ever been arrested? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of any criminal charges? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list all cases, without exception, in the space below.

\_\_\_\_\_  
offence date action

\_\_\_\_\_  
offence date action

Do you have any children? If so please list names and ages. \_\_\_\_\_

Who should we notify in case of an emergency?

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**WORK INFORMATION**

\_\_\_\_\_ occupation \_\_\_\_\_ current employer

\_\_\_\_\_ address (street) \_\_\_\_\_ (city) \_\_\_\_\_ (zip)

\_\_\_\_\_ work phone \_\_\_\_\_ work hours \_\_\_\_\_ How long have you been with this employer?

Please list employment history or attach resume.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

\_\_\_\_\_ name of undergraduate college \_\_\_\_\_ location

\_\_\_\_\_ degree received \_\_\_\_\_ field of study \_\_\_\_\_ graduation date

List any special training, certifications or postgraduate degrees: \_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL QUESTIONS**

Based on your own experiences as a middle school student, what do you think are the knowledge, skills, and resources young adolescents need to succeed?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What previous experience have you had with youth? If you have not had any experience with youth, what gives you confidence that you will be able to mentor or tutor a youth?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please briefly explain why you would like to be a volunteer tutor and/or mentor.

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List and explain extra curricular activities, interests, skills and/or hobbies.

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Please list organizations with whom you have volunteered in the past.

Organization	length of time	position	phone number	May we contact them?
Organization	length of time	position	phone number	May we contact them?
Organization	length of time	position	phone number	May we contact them?

Please list any professional memberships, community organization affiliations, etc:

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Do you know of any reasonable expectation of any future changes in your family status, vocation or residence? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

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**REFERENCES**

Please list 3 references who can vouch for your reputation, character, morals and work ethic. Please refrain from listing relatives. Please provide us with one business reference and two personal references. We prefer local references who have known you for at least two years.

Reference 1: Employer/ Supervisor/ Business Associate

name	title	company/ organization
address	phone number	

Reference 2: Personal Reference (do not list relatives)

name	relationship	company/ organization
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address

phone number

Reference 3: Personal Reference (do not list relatives)

name

relationship

company/ organization

address

phone number

**COMMITMENT**

SMART is looking for volunteer *mentors, tutors, and mentor/tutors*. Mentors meet with their student every week for 2-4 hours. Tutors meet one day a week from 5:30-7 pm. Mentor/Tutors meet one day a week for tutoring from 5:30-7 pm **and** mentor 2 weekends a month for 2-4 hours. Which role are you interested in?

- Mentor
- Tutor
- Mentor/Tutor

Volunteer training sessions are required by this program, as well as a commitment to work with a child for a minimum of 2-3 hours per week for one full year. Can you fulfill these requirements?

- Yes
- No

At this time, the commitment I can make to the SMART Program is:

- No more than 1 year
- More than a 1 year

How did you find out about the SMART Program?

- Friend/colleague \_\_\_\_\_
- Volunteer Center of San Francisco
- Volunteer Match website
- Craigslist
- Other \_\_\_\_\_

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I have read the volunteer application and agree to abide by the commitments made in it. The information I have provided in this application is true to the best of my knowledge. I understand that by submitting this application, I am authorizing inquiries to be made concerning my suitability as a volunteer. This will include a check for any past criminal record. The information requested in this application and that, which may be subsequently obtained, will be used only for the purpose of determining my appropriateness as a volunteer. All information will remain confidential.

Signature of Applicant

Date