

1 North Gilmer Street Cartersville, GA 30120 (770) 387-1103 FAX (770) 606-2065 www.bartowtrc.org

# VOLUNTEER REGISTRATION (editable)

**August - May 20\_\_\_\_**

The Resource Center welcomes your volunteers. This form and a short orientation are required before they can work at The Resource Center.

|  |  |
| --- | --- |
| **NAME** | Click here to enter text. |
| **EMAIL:** | **Click here to enter text.** |
| **PHONE:** | Click here to enter text. |
| **Volunteer assigned to work for:** | Click here to enter text. |
| **SCHOOL:** | Choose an item. |
| **DATE:** | **Click dropdown arrow to enter todays date.** |
| **Signature (Principal/AP)** |  |

***\*Reminder…..No children are permitted in The Resource Center.***

***Please make other arrangements while you are working.***

***No raw materials may be taken out of The Resource Center.***

**Projects are to be completed on site**.

Please keep in mind the rules for volunteers:

* When you arrive, please be sure to **sign in** at the front desk, and **sign out** when you leave. So that we might better serve you, remember to wear your volunteer badge while working in the TRC.
* We are happy to have you use our facility Monday through Friday during the hours of 8:00 am until 2:00 pm, August through May. **Summer hours and late hours are reserved for educators.**
* Please remember that the materials we have available are only for teacher projects that are to be used in the schools. **Projects need to be completed prior to leaving the TRC** as “raw materials” (i.e. poster board, construction paper, files folders, etc.) cannot be taken from the building.
* When working in the TRC, please do not bring in children or other guests.
* A copy of the general rules and procedures for the TRC are available at the front desk.

***Our friendly staff is here to help you at any time you have questions.***

***We always appreciate your input and suggestions!***



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Volunteer’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer’s Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer assigned to work for (teacher name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Principal/Vice Principal) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_

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**DIE CUT EASY FORM**

**Teacher Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Submitted**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| What Size do you want? |
| Tiny = 1” Small = 3” | Large = 4” X-Large = 8” |

**Itemize each request – keeping it simple.**

**Other** = *Bookmarkers, Desk plates*, *Door Hangers, Puppets, Borders, etc.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Qty** | **Color** | **Laminate** | **Tiny** | **Small** | **Large** | **X-Large** | **Other** | **Special Instructions** |
|  |  |  |  Y N |  |  |  |  |  |  |
|  |  |  |  Y N |  |  |  |  |  |  |
|  |  |  |  Y N |  |  |  |  |  |  |
|  |  |  |  Y N |  |  |  |  |  |  |
|  |  |  |  Y N |  |  |  |  |  |  |
|  |  |  |  Y N |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Letter or Phrase****(Circle upper case letters)** | **color** | **laminate** | **Size and style** **(choose from size and styles below)** |
|  |  |  Y N |  | Block - 1.25”Block - 2”Block - 4”Block - 8”Vagabond - 3”Lolli Shadow - 3”Circus - 5” |
|  |  |  Y N |  |
|  |  |  Y N |  |
|  |  |  Y N |  |
|  |  |  Y N |  |

**Need anything else?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of video** | **File Folder games** | **Science equipment or kits** | **Golden Garbage** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Loan Policy:** DVD/Videos (limit 4) = 2 weeks Posters (limit 5) = 2 weeks

 File folder games (20) = 2 weeks Science equipment = 2 weeks

 Unit kits (limit 2) = 2 weeks Star Lab (see staff) = 1 week