



## **Volunteer Application**

West Side Summit is a charter school on the West Side of St. Paul dedicated to college readiness at an early age. West Side Summit opened its doors three years ago only serving kindergarten through 3rd grade and has added one grade every year since and is hoping to do so until finally serving students through 8th grade. The school was strategically placed in this area of the St. Paul due to its high levels of high school dropouts and poor testing scores. Our hope is to create a notion that education is something that belongs to the scholars and is theirs for the taking instead a obstacle that is being forced upon them that they just need push through. Academics are important for us but we want to provide a well-rounded education for the scholars including providing mentors from the community who come from many different backgrounds and perspectives for the kids to look up to. We hope that providing this environment for our scholars will put them on track to high school graduation and furthering their education!

Volunteering at West Side Summit can take many different forms. We currently are seeking a variety of volunteers for our school from office assistance to tutoring. These volunteer opportunities are available during our regular school day, which is Monday through Friday 8:30am to 4:30pm. Also, if you have a special trade, initiative, or organization you would like to present to the kids during their daily Enrichment Time, from 3:30pm to 4:30pm, we would love to hear it! If you have any additional ideas or suggestions for volunteering at the school please feel free to let us know.

Any additional questions or comments can be directed to our AmeriCorps Vista Community Outreach & Volunteer Program Coordinator Anna Wagner at [awagner@westsidesummit.org](mailto:awagner@westsidesummit.org) or 651-200-4543

**Volunteer Contact Information**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization (if volunteering with an organization): \_\_\_\_\_

How did you hear about West Side Summit?

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**Availability (check all that apply)**

Weekday Mornings       Weekday Afternoons       Weekday Evenings

**How often would you like to volunteer? (check all that apply)**

- I am completing a specific number of required hours
- I would like to volunteer occasionally for events
- I would like to set up a consistent repetitive schedule for the school year

**Interests**

- Office/Organizational
- Tutoring
- Kitchen/Lunchroom Helper
- Events
- Classroom Assistance
- Events

**Special Skills & Qualifications**

Please list any skills or certifications you may hold as a result of previous employment, volunteering, or training, hobbies, etc..

**Emergency Contact Information**

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

Phone Number: \_\_\_\_\_

Relation to Volunteer: \_\_\_\_\_

**Background Check**

As we are an elementary school serving children grades Kindergarten through 5<sup>th</sup> we do require that all of our volunteers complete a background check. We ask our volunteers to cover the fee of their own background check as it greatly helps our school to utilize our funds towards our scholars as directly as possible. Each background check costs \$14 and should be handed in with this form so we may run the check as soon as possible. Once we receive all the necessary materials at West Side Summit we will send a link to your personal email account that will guide you through the background process.

**Agreement & Signature**

By signing and submitting this form I hereby affirm that all information is true and complete.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Next Steps**

1. Turn in Volunteer Application with \$14 background check fee
2. Receive and complete the background check
3. We'll contact you and discuss scheduling
4. Begin volunteering!

Please return this form to Anna Wagner at West Side Summit via any of the options below

Scan and Email to: [awagner@westsidesummit.org](mailto:awagner@westsidesummit.org)

Fax: 651-447-2128

Mail: 497 Humboldt Ave. Saint Paul, MN 55107

Or in person during our open office hours Monday through Friday 7:30am to 5:30pm

