

HXEB Chinese School

Youth Volunteer Application Form

华夏东部分校青年义工申请表

School Year _____

1) Name: 姓名:	2) D.O.B (出生日期): (/ /)
	3) Gender (性别): ___ M (男) ___ F (女)
	4) Telephone # (电话): Cell Phone # (手机):
	5) E-Mail:
6) Address (地址):	
7) Current Grade (年级):	8) 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 HXEB? How will you help the HXEB community? (optional)	
13) What suggestions do you have for HXEB? (Ex: improvements) (optional)	

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

Applicant Signature: X _____

Date: _____

Parent/Guardian Signature: X _____

Date: _____

HXEB Chinese School Volunteer Agreement

Purpose:

- Huaxia East Brunswick (HXEB) Chinese School Volunteering is intended to:
 1. Help the school administration
 2. Assist teachers at the class
 3. Improve school environment and efficiency
 4. Play the bridge between HXEB Chinese School and mainstream community
 5. Improve youth leadership skills
- Participants will learn the following principles
 1. The importance of community service
 2. The proper work discipline and attitude
 3. The joy of helping others
 4. The leadership while helping others

Eligibility:

- Candidates must be in their school grade 7 or above to volunteer at HXEB Chinese School.
- 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 in the FIFS queue until next opening.
- Applicants are prioritized as such:
 1. The present students at HXEB and alumni
 2. Previous youth volunteers with good service records.
 3. Those who are able to communicate in Mandarin Chinese. However it's not mandatory.

Rules:

- Volunteers will elect their own captain and one deputy. Both captain and the deputy will report to Vice Principal of the school.
- Volunteers on duty must first check in to the Admin Office (Room 700) and then go to their assigned location.
- Volunteers on duty with no assignment must stay in the Admin Office unless given permission to leave.
- 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 may take one personal day during a school year, provided that they notify the Admin Office via e-mail before 9:00pm on the Thursday prior to Chinese School day.
 - URL: <http://www.hxeb.org/>
 - Email: principal@hexb.org
 - Volunteers who do not notify the Admin Office will be marked down for an absence; volunteers are allowed 3 absences in one school year and thereafter will not be allowed to continue as a volunteer in the HXEB for that school year.
- Volunteers who do not abide by these rules shall be suspended by the school; the volunteer adviser 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 East Brunswick Chinese School in appreciation of their community service.