



5601 Corporate Way #400
West Palm Beach, FL 33407
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Serving Palm Beach, Martin & Hendry Counties
Consultant Registration Form

Program Economics High School Middle School Soaring to Success BASE
 Elementary School Grade Level Preferred Exchange City Volunteer

Please Print

NAME: _____ Phone: _____

Home Address: _____ Cell: _____

City, State/Zip: _____ E-mail address: _____

BUSINESS OR COMPANY: _____ Title: _____

Company Address: _____

City, State/Zip: _____

Company Telephone: _____ Fax # _____

Best time to be reached: _____

IF A STUDENT, PLEASE LIST YOUR:

College/School: _____ Professor/Teacher: _____

Course: _____ Day & Time: _____

1. Please check when you would be available and/or prefer to volunteer:

Available Day: M T W Th F Available Time: Early AM Late AM Early Afternoon

Other: _____ School/ Grade preferred: _____

2. Have you been a JA consultant before? Yes No If so, where? _____

3. Do you have any experience working with children? If yes, please describe:

4. Have you ever been convicted of a misdemeanor or a felony? _____ If yes, please explain:

5. If you are participating through your employer, please give us the name of a supervisor or person to whom you would like a "Thank You" letter sent, acknowledging your participation in the program.

Name: _____ Title: _____

Address: _____

City/State/Zip: _____

6. Ethnic Diversity (Optional): Of the following, what best describes your ethnic background:

Asian American Indian African American Hispanic/Latino
 Hawaiian/Pacific islander White/Caucasian Other: _____

PLEASE COMPLETE THIS SECTION AND SIGN:

I understand that by agreeing to volunteer as a Junior Achievement Consultant, I agree to attend training before the program, and to teach the required lessons. This commitment is to the classroom teacher and to the students in the class. If I am unable to participate, I will notify the JA office immediately and will return any educational materials that I received. Should I not return the materials, I agree to pay \$65 to cover the cost for the supplies. While taking part in a Junior Achievement program, I will meet with the students either in the classroom or a teacher-supervised activity only.

Signature: _____ Date: _____

Please print name: _____
(Last) (First)

**VOLUNTEER CONDUCT POLICY OF JUNIOR ACHIEVEMENT OF
PALM BEACH, MARTIN, & HENDRY COUNTIES**

It is our policy of Junior Achievement of the Palm Beaches Incorporated, that no volunteer have any inappropriate contact inside or outside the classroom with any student met through their Junior Achievement class, including those students 18 years or older. Furthermore, a volunteer should not be in contact with any student inside or outside the classroom unless the student's teacher, another school-sanctioned adult, or the student's parent is present. The only exception would be routine business activity or bona fide job interviews for students 15 years of age or older, conducted at a regular place of business and during regular business hours.

This policy is conveyed verbally and in writing by Junior Achievement staff to volunteers teaching for the first time. This policy is conveyed in writing to all volunteers prior to their first visit to the classroom each semester.

Allegations of violation of this policy will result in immediate suspension as a Junior Achievement volunteer. If an investigation determines a violation of this policy occurred, it will result in immediate and permanent dismissal as a Junior Achievement volunteer and referral to the proper authorities.

Some examples of inappropriate conduct are:

- Any violation of Florida laws such as child abuse, providing alcohol to minors, having alcohol on campus, etc.
- Dress that violates school dress codes or is not consistent with the norm of business attire.
- Use of profanity in the classroom.

These are examples only and are not meant to be an exhaustive list. There could be other actions not listed herein which could result in suspension or dismissal as a volunteer.

I have received a copy of Junior Achievement's Volunteer Conduct Policy and have read, understand, and will abide by this policy. Please return this entire form to the Junior Achievement office at 5601 Corporate Way, #400, West Palm Beach, FL 33407

Signature: _____ Date: _____

Name: _____
(Please Print)

PLEASE KEEP A SIGNED COPY FOR YOUR OWN RECORDS