Dear Student;

Thank you for expressing an interest in assisting at Copley Police Department's Safety Town School. I am certain that you will find it to be a pleasant and rewarding experience. Student volunteers (age 13 and over, no exceptions) are needed to assist kindergarten age children while they are learning important safety rules, making crafts, singing songs and having fun. Volunteers are an important part of the Safety Town School Program.

Safety Town School 2012 will be held at Copley-Fairlawn Middle School. It will begin on Monday, July 9 and will be conducted each day through Friday, July 13 from 9:00 A.M. to 11:30 AM and from 1:00 P.M. to 3:30 P.M. Volunteers need to be at the school at 8:30 A.M. (and/or 12:30 P.M.) on Monday for a short orientation session, and then at 8:45 A.M. (and/or 12:45 P.M.) each day following.

Each volunteer will receive a certificate noting the total number of hours donated to the Safety Town School Program which may satisfy church and school volunteer hour requirements.

Please review the "Safety Town Student Assistant Responsibilities and Expectations" information enclosed. Volunteering at Safety Town will be one of the most interesting, educational and fun experiences in your life. It is also a lot of work, so be prepared! Please be sure that you are willing and able to be committed to the program. Be there **each** day, on time, and be ready to work!

Please complete the Student Volunteer Form provided and return it to the Copley Police Department prior to June 15 . This form must be signed by a parent or guardian. You are encouraged to get your form in early. The last several years, the number of applications received has been overwhelming; the number of student assistants accepted for participation may be limited. You will receive a reminder call or notice in the mail by July 1.

Please call Sandra Sattler-Bittner at 330-670-2725 or email Marcie Mason at mmason@copley.oh.us if you have further questions.

Again, thank you for volunteering to help. This program could not be possible without your assistance. You will never know how many lives you will save or how many accidents you will prevent by what you have taught children at Safety Town School. Good luck, have fun and THANK YOU.

Sincerely,

Michael Mier
Chief of Police

Become a Member of "Copley Police Department Safety Town Volunteers" Group on Facebook.

YOU MUST BE ABLE TO ATTEND ALL FIVE DAYS!

COPLEY POLICE DEPARTMENT
SAFETY TOWN SCHOOL
STUDENT VOLUNTEER APPLICATION

Name:
_____

Address:
_____

City, ZIP:
_____

Home Phone:
_____

Cell Phone:
_____
OR _____ I don't have a cell phone.

Email:
_____
OR _____ I don't have a email account.

_____ Yes, I have become a member of "Copley Police Department Safety Town Student Volunteers" group on Facebook.
OR _____ I don't have a Facebook account.

Age: _____ School and grade level in fall: _____

During which session are you available to help?
_____ 9:00 A.M. to 11:30 A.M. OR _____ 1:00 P.M. to 3:30 P.M.

If a kindergarten-age sibling is registered for the _____ AM session or _____ PM session.
please provide their name:
_____

Are you able to attend Friday night July 13 Graduation Program? yes / no / maybe

Indicate the name and telephone number of an adult (other than your parent) that may be contacted for a recommendation/reference:
_____
_____

Have you previously been a Copley Safety Town Volunteer? YES NO
If yes, number of years? _____

Have you previously been Copley Safety Town Team Leader? YES NO
If yes, number of years? _____

Did you volunteer at Fairlawn Safety Town this year? YES NO

Please list any volunteer experience:

_____

_____

_____

_____

OVER----------OVER----------OVER

Are you involved with Healthy Communities Healthy Youth (HCHY)? YES NO

Why do you want to be a Safety Town Volunteer Assistant?

_____

_____

_____

_____

_____

_____

If you have had two or more years experience as a Safety Town volunteer and are available all day, are you interested in being a color team leader?

_____

A student experienced with photography and PowerPoint is needed. Are you available all day, have your own laptop and camera, and are interested in being the photographer/PowerPoint presentation creator?_____

your t-shirt size? _____ adult small _____ adult medium _____ adult large

_____ adult extra large _____ adult double extra large

PERMISSION FORM

As parent or legal guardian of

_____

I give permission for her/him to volunteer for SAFETY TOWN SCHOOL. I hereby assume all responsibility and release Copley Township, Copley Township Police Department and volunteers from any liability on the premises.

_____

_____

Signature of Parent or Legal Guardian Date

Contact number in case of an emergency:

_____

PARENTS PLEASE NOTE: ADULT SUPERVISION MAY NOT PROVIDED BETWEEN THE MORNING AND THE AFTERNOON SESSION. DETERMINATION IS MADE ON A DAY TO DAY BASIS. STUDENT VOLUNTEERS SHOULD NOT ARRIVE EARLIER, NOR STAY LATER THAN THE TIMES INDICATED.

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Return completed form by 6/15/2012 to:

Copley Police Department
Safety Town School
1280 Sunset Drive
Copley, OH 44321
Or fax to 330-665-1225

SAFETY TOWN STUDENT ASSISTANT RESPONSIBILITIES AND EXPECTATIONS

- Student Assistants need to follow safety rules at all times. This includes wearing a bike helmet to and from Safety Town if you will be riding your own bike.
- Arrive at Safety Town at 8:30 AM (and\or 12:30 PM) on Monday for an Orientation Session. We will be in the cafeteria at the Middle School. The rest of the week, arrive at 8:45 AM (and/or 12:45 PM) for a short daily meeting and review of the daily schedule with the Student Assistant Coordinator. You will need to sign in daily. Plan on staying until 11:45 if you are helping with the morning session and 3:45 if you are helping in the afternoon.
- Each student volunteer will be assigned to work with a specific group of children. If you have a sibling or a child that you regularly baby-sit for that will be attending, you may wish to consider NOT working with that group. One of the skills that is worked on and emphasized at Safety Town is independence.
- Assist as the children arrive by greeting them, helping them to find and put on their name tags, and escorting them to their color group's table.

- Some of the children (many of whom have never been involved in a group program) may be frightened or upset. Reassure them that their parent will be back soon, then go on to talk about all the fun things they will be doing at Safety Town School. If a child is unable to be calmed down, an adult will assist you.

- There will be worksheets and crayons on the tables for the children to color as students are arriving. Make sure that first and last names are put on the worksheets. Let the children write their own names if they can. If it is not legible helpers will need to write their names again.

- Each day for the children will begin with the Pledge of Allegiance, instructions on the daily events, and singing songs. Helpers are expected to participate by saying the Pledge, singing the songs, and listening to the instructions given.

- The children and student assistants will be divided into groups to participate in small group activities. PLEASE STAY WITH YOUR COLOR GROUP and participate in the same activities that the children are.

- Do not instruct the children on safety rules until they have been presented to the children by an adult. After the rule is properly demonstrated and explained, then it is your responsibility to “remind” the children by asking them questions or just repeating the rules. Review and discuss ONLY what has been explained.

- On the Safety Town village, children are in tremendous need of your assistance. Helmets need put on, seat belts need to be buckled, rules need to be enforced, lessons need to be reinforced. Model appropriate behavior for the children by crossing the street correctly, obeying the traffic light, etc.

- While the children are watching videos or listening to speakers, it is necessary for only two student assistants and one adult to remain in the classroom. Others will be requested to work on any special projects (assembling handouts, preparing crafts,...) that are needed for that day. Show initiative! If you are not busy, ask if there is anything you can do.

- Assist children in the restroom. Make sure hands are washed with soap. Wait for all children in your group to finish before allowing them to enter the classroom.

- Two student assistants will be asked to help with snack preparation each day. Assignments will be made by the Student Assistant Coordinators. Stay at the tables with your color group during snack time. Student Assistants will also be needed to clean up tables after snack time.

- All student assistants are expected to help the children during craft time. The children need your assistance with the crafts. Make sure first and last names are written (legibly) on the crafts. Completed crafts will be gathered, then distributed to each child at dismissal time. After your color group has finished their craft, student assistants are needed to set up craft for the next group.

- All tables need to be wiped off, floors need swept and trash cans need emptied.

- At the end of each day, student assistants will be expected to escort children from their assigned tables to their parents as parents arrive to pick them up. Make sure each child has their craft, worksheets and any other materials that go home with them. Be sure to remove their name tag as they walk out the door. (Do not take name tags off before parents arrive.)

- If you are volunteering for both sessions, you may stay for lunch. There will be an adult chaperone with you for the hour and half between sessions. You need to bring your own lunch and beverage each day except for Friday when lunch will be provided. We are not permitted to use any of the school's equipment during the lunch break. If you wish to play ball or other games during lunch, you will need to bring your own equipment.

- Your attitude is a major factor. SMILE and have a positive attitude! Be cheerful and enthusiastic.

- During all activities, your help is needed to keep children on task, interested and attentive.

- Treat each child equally. Do not play favorites with a specific child.

- Encourage children to behave appropriately. Model appropriate behavior by setting a good example.

ROUGH DRAFT
{TO BE COVERED ON THE FIRST DAY OF SAFETY TOWN SCHOOL}

SAFETY TOWN STUDENT ASSISTANT RULES

- Stay in parts of the building that have been approved by the schools for Safety Town use (gymnasium, 2 classrooms, hallway and restrooms).

- Ask an adult if you need to use the telephone.

- Behave appropriately. Disruptive and inappropriately behaving assistants will be asked not to return.

- Put your personal belongings away out of sight of the Safety Town children.

- Join us at snack time by eating and drinking what has been provided. Do not consume your own food or drinks in front of the children. Do not eat until the children have been served and are eating.

- Let children walk on their own. Do not pick up and/or carry a child.

- Notify an adult in case of an emergency or accident.

- Notify an adult if a child is causing a problem or will not listen. Do not discipline a child on your own for inappropriate behavior.

- The bicycles have a 60 pound weight limit. Please do not ride the bicycles.