

# Welcome

## Volunteer Registration Form



Please mail this registration to Volunteer Coordinator, PENCIL Foundation, 421 Great Circle Road, Nashville, TN 37228 or fax it to 615-254-6748. Questions? Contact PENCIL Foundation at 615-242-3167, ext. 213 or check [www.pencilfoundation.org](http://www.pencilfoundation.org)

Thank you for helping students in Nashville public schools!

Please print in ink.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Title (please circle) Mr. Mrs. Ms. Miss Dr. \_\_\_\_\_

Are you a college student? \_\_\_\_\_ College or University \_\_\_\_\_

Local Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email \_\_\_\_\_

Please contact me by (circle) Email \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Company Name and Address \_\_\_\_\_

Other languages you speak \_\_\_\_\_

Please complete Section A if you're already volunteering in a school.  
Please complete Section B if you would like for PENCIL to place you in a school.



### SECTION A – Already Volunteering

What school/s are you helping? \_\_\_\_\_

What volunteer role have you chosen? **IMPORTANT:** Please review the accompanying list to select the correct category.  
\_\_\_\_\_



### SECTION B – School Placement

I would like to volunteer on (circle) Monday Tuesday Wednesday Thursday Friday Saturday  
\_\_\_\_\_

Preferred location (school or area of town) \_\_\_\_\_

What volunteer role have you chosen? **IMPORTANT:** Please review the accompanying list to select the correct category.  
\_\_\_\_\_

For PENCIL use: BC:

Or:

Asg:

Prg:


PrinContact:


# Volunteer Opportunities





## Academics – Background Check Required

Volunteers meet during the school day with a student or small group of students to help them increase their academic performance. An hour-long training session is required.

 Reading tutors help an elementary or middle school student for 30 minutes per week for a minimum of 12 weeks. If you chose this opportunity, please write **“Reading Partner”** on your registration.


 Classroom Readers read one to four times per month for 30-45 minutes to a classroom of elementary students. Please write **“Classroom Reader”** and indicate the number of times per month.


 Math tutors help a group of up to four students for 45 minutes in grades 3-8 per week for minimum of eight weeks. Please write **“Math Partner”** on your registration.

 Some schools need tutors in other academic areas. Please write **“Other Academics”** and indicate your area of expertise.

## Mentoring – Background Check Required

Volunteers meet during the school day with a student or small group of students to provide knowledge, skills, information and perspective as the youngsters encounter everyday challenges at school and home. An hour-long training session is required.

 Career Mentoring volunteers work with a small group of high school ninth-graders for one hour per week for a minimum of 12 weeks to discuss careers and personal development topics. Please write **“Career Mentor”** on your registration.

 Traditional Mentoring volunteers meet with an individual student in grades K-12 for 30-60 minutes per week for a minimum of 12 weeks. Please write **“Traditional Mentor”** on your registration.

## Enrichment – Background Check May Be Required

Many volunteers share their professional or hobby skills by providing enrichment activities for students on an occasional or weekly basis during school or afterschool. The need for a background check varies; please check with the school principal. Please write **“Enrichment”** on your registration and specify your activity.

## School Helper – Background Check May Be Required

Some volunteers want to provide general help in the school office, library or lunchroom. Other volunteers have already identified a unique position in consultation with a teacher or principal. The need for a background check varies; please check with the school principal. Please write **“School Helper”** on your registration and specify your activity.

## Agency volunteers-- Background Check May Be Required

Many Nashville nonprofit agencies provide volunteers for our schools. Please write **“Agency Volunteer”** and specify the organization and activity.

## LP PENCIL Box – Background Check Not Required

LP PENCIL Box volunteers work at the school supply center at McCann Learning Center in West Nashville during the workweek or on selected Saturdays. Please write **“PENCIL Box”** on your registration.