



The Elysium Compact[™]
Providing Educational Services Worldwide

17391 Modjeska Canyon Road
Silverado, CA 92676
Phone 714-931-6322 - Fax 714-316-1314

Volunteer Packet

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The Elysium Compact

About US

The Elysium Compact is a California based nonprofit organization organized under Federal Code 501C3. The Elysium Compact is a public charity whose purpose is to provide educational services.

The Elysium Compact was founded in 2002 to find ways to better assist schools in educating students who attended schools who were both in low income areas and who were designated as low performing. Today, we provide several services to both students and parents to help achievement among students who would normally drop out of school or are at-risk.

Our dream is to improve social conditions so that so many children are not living in poverty in the United States. According to the U.S. Census Bureau, the number of children living in poverty in the United States has increased from 17.4% in 2006 to 18.0% in 2007.¹ We would like to change these numbers dramatically, but it takes hard work and dedication from both our staff and our volunteers.

Our Mission

The Elysium Compact is dedicated towards improving the U.S. High School graduation rates and to increase the enrollment at higher learning institutions. Our worldwide mission is to improve literacy and by doing so will improve social conditions.

Our Focus

The Elysium Compact focuses on providing educational services to students who are in low performing schools. Some schools are entering into Program Improvement because the school is not meeting their goals. We are providing these schools with qualified volunteers to serve in the classrooms, especially 4th grade, to assist the students during the reading and math blocks.

Published in the American Educator in Spring 2003, Chall and Jacobs produced a study outlining that children living poverty experience a 'slump' in fourth grade that continues throughout their education.² Our organization's mission to provide programs to students in low performing/ low-income schools that help to improve student achievement in these areas and long term keep children in school longer through building positive experiences in the classroom setting.

The Elysium Compact also provides support to parents in assisting them with decisions or issues with their children's education in a virtual resource center, www.ElysiumCompact.ning.com.

¹ Statistics cited from the US Census Bureau website. www.census.gov/hhes/www/poverty/poverty.html

² American Educator Magazine article online source retrieved by visiting the AFT website located at www.aft.org/pubs-reports/American_educator/spring2003/chall.html.

Address _____

Position _____ Supervisor _____ Telephone _____

2. Organization _____ From _____ To _____

Address _____

Position _____ Supervisor _____ Telephone _____

3. Organization _____ From _____ To _____

Address _____

Position _____ Supervisor _____ Telephone _____

References

1. Name _____ Daytime Telephone _____

2. Name _____ Daytime Telephone _____

3. Name _____ Daytime Telephone _____

Have you ever been CONVICTED of a FELONY or MISDEMEANOR? YES _____ NO _____

If YES, please explain: _____

Availability

Please indicate your approximate days and hours of availability.

Days: Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____ Sun _____

Volunteer Position of Interest _____ Number of Hours per week _____

List any special skills, licenses, certifications, trade, awards, publications, or other related items.

Accounting	Public Speaking	Statistical Research
Computers	Internet Research	Translation/ Languages
Database Management	Library Research	Writing/ Editing
Desktop Publishing	Fund-Raising	Photography/ Film
Graphic Design	Grant Writing	Other

I certify that the information given by me in this application is true and correct. I understand that any false or misleading information or the omission of information in this application may result in non-selection or termination.

Signature _____ Date _____

Live Scan Fingerprinting

The Elysium Compact honors the Volunteers for Children Act, which was signed in 1998 by President Clinton. This act allows any youth serving volunteer agency to complete a criminal history background check through the Federal Bureau of Investigations (FBI). We require that all volunteers who work in our programs for children receive a criminal background check.

After we receive your application, we will ask you to complete a Live Scan fingerprinting. This form is on the following page: "Request for Live Scan Service." Fill out your portion of this form.

Directions for filling out the form:

Find the arrow → This is where you start filling out the form.

"Name of Applicant" - write your last name, first and middle initial on this first line.

"Alias" - write down any other names that you use or go by.

"Driver's License" - write in your driver's license number.

"Date of Birth" - write in your birthdate Month-Day-Year

"Sex" - place an X in the box.

"Misc. No. BIL" - skip this section.

"Height" & "Weight" - enter the information you presently are.

"Eye Color" & "Hair Color" - write in this information.

"Home Address" - write in your address including your city, state, and zip code.

"Misc. Number" - skip this section.

"Place of Birth" - write in the city and state or country you were born.

"Social Security" - write in your social security number.

You will take this form and two copies to the Live Scan Provider of your choice. Go to website: <http://ag.ca.gov/fingerprints/publications/contact.php> for a listing of service providers. You will be responsible to pay for the rolling fee (independent charge for the fingerprint rolling service) and the FBI processing fee of \$15.00 for volunteers. These are nonprofit organization rates so if you have previously had Live Scan Services, you will notice these prices are far more attractive than what you may have paid prior. Rolling fees vary in price from \$10 to \$35 dollars in Orange County so if you are on a budget make sure to find a Live Scan Provider that is within your budget. Contact us if you need assistance finding one.

After Live Scan, return the signed form to us by fax 714-316-1314 or mail to us so we can begin to look for your results. The sooner we receive your results, the sooner you will qualify to start volunteering.

REQUEST FOR LIVE SCAN SERVICE

BCI 8018 (3/07)

Applicant Submission

ORI: <u>AB620</u>		Type of Application: <u>Volunteer</u>	
<small>Code assigned by DOJ</small>			
Job Title or Type of License, Certification or Permit: <u>Volunteer</u>			
<small>Agency Address Set Contributing Agency:</small>			
<u>The Elysium Compact</u>		<u>12748</u>	
<small>Agency authorized to receive criminal history information</small>		<small>Mail Code (five-digit code assigned by DOJ)</small>	
<u>17391 Modjeska Canyon Road</u>		<u>April Brown</u>	
<small>Street No.</small>	<small>Street or PO Box</small>	<small>Contact Name (Mandatory for all school submissions)</small>	
<u>Silverado</u>	<u>CA</u>	<u>92676</u>	<u>(714) 931-6322</u>
<small>City</small>	<small>State</small>	<small>Zip Code</small>	<small>Contact Telephone No.</small>
Name of Applicant:			
<small>(Please print)</small>		<small>First</small>	<small>MI</small>
<small>Last</small>	<small>First</small>	Driver's License No:	
Alias:			
<small>Last</small>		<small>First</small>	
Date of Birth:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Misc. No. BIL -	
		<small>Agency Billing Number</small>	
Height:	Weight:	Misc. Number:	
		Home Address:	
Eye Color:	Hair Color:		
		<small>Street No.</small>	<small>Street or PO Box</small>
Place of Birth:			
		<small>City, State and Zip Code</small>	
Social Security Number:			
Your Number:		Level of Service: <input type="checkbox"/> DOJ <input type="checkbox"/> FBI	
<small>OCA No. (Agency Identifying No.)</small>			
If resubmission, list Original ATI Number:			
Employer: (Additional response for agencies specified by statute)			
Employer Name			
<small>Street No.</small>	<small>Street or PO Box</small>	<small>Mail Code (five digit code assigned by DOJ)</small>	
<small>City</small>	<small>State</small>	<small>Zip Code</small>	<small>Agency Telephone No. (optional)</small>
Live Scan Transaction Completed By:			
		<small>Name of Operator</small>	<small>Date</small>
<small>Transmitting Agency</small>	<small>ATI No.</small>	<small>Amount Collected/Billed</small>	

ORIGINAL – Live Scan Operator; SECOND COPY – Applicant; THIRD COPY (if needed) – Requesting Agency

TB Skin Test (Tuberculosis Screening)

As a part of volunteering with children, we want to ensure that our volunteers are screened against TB which is a communicable disease spread through the air. If you have received TB Skin Test results within the last 30 days from the date on your application, we will accept those results. You can usually obtain a TB Skin Test at your doctor's office; however, if you are a student you can obtain a TB Skin Test at your school's health office. For Santa Ana College students, your health office charges \$10.00 for a TB Skin Test. For CSUF students, you should contact your health center at (714) 278-2800 for test information.

Tustin Irvine Medical Group offers our volunteers with a discount on the test, \$20.00 for a TB Skin Test. You may visit any of their three locations:

800 N. Tustin Ave. #A
Santa Ana, CA 92705
714-245-0800

1530 E. Edinger Avenue
Santa Ana, CA 92705
714-541-8464

1571 Rockfield
Irvine, CA 92618
949-206-9100

Volunteer Opportunities

The Elysium Compact offers many volunteer opportunities for college students in a variety of areas. We have volunteer opportunities that involve working with children and administrative positions where you can volunteer from home or school.

The following is a partial list of the volunteer opportunities.

Volunteering with Children

In-Class Assistant Program	Volunteers work within a low performing public school classroom during reading and math blocks to help the students with instruction.
After School Tutoring Program	Volunteers work within a low performing public school to provide homework and tutoring assistance to students after school hours.
After School Extracurricular Club	Volunteers work within a low performing public school to provide extracurricular activities or skills to students at least once a week after school hours.

Administrative Volunteering

Program Coordinators	Program Coordinators who would help coordinate efforts on particular projects and programs.
PR - Advertising/ Marketing	Advertising professionals or students who would like to help us in our advertising and marketing goals.
Graphic Design	Graphic Design professionals or students who would like to help us with literature production: brochures design, flyers, etc.
Photography/ DV/ Editing	DV photography professionals or students who are interested in producing short documentary style video for presentations and possible publication.
Research Assistant	Experienced researchers or student researcher interested in research work.
Fieldwork Research	Experienced researchers or student researcher interested in working with community gathering data.
Open Opportunities	If you see a need within our organization, please feel free to contact us about this need. We are interested in hearing your recommendations.

Contact for Volunteers

For questions or issues involving your assignment, please contact April at april@elysiumcompact.org or call 714-931-6322.

For time card questions, please email our volunteer coordinator at volunteer@elysiumcompact.org.

Orientation and Placement

You will receive an orientation prior to your assignment on a school campus. This will provide you will valuable information as to the site location and who to contact for site related questions.

You will have a site supervisor who will sign your time cards and who you will look to for on site guidance. While working with children, you will always have a credentialed teacher or other school employee with you.

Your placement will depend on the participating schools at the time of your application. We are presently working with a school in Fullerton (In-Class Assistant and After School Program).

Procedures

When volunteering with children, you will check-in and sign-in at the front office of your assigned school site. Use the time that you check-in as the time you place on your time card. It is your responsibility to keep your hours and turn in the card. We will keep a running log of your hours for the Presidential Volunteer Award.

After you sign-in at the office, you will report to your assigned classroom and will help the teacher with instruction. Please wear your identification card at all times while you are volunteering. Be ready to answer student questions and assist where needed. Your main responsibility is to assist the students with instruction in both reading and math.

Helpful tips while working onsite:

- 1) Stay on your feet; students will raise their hands to get your help if you look ready to help.
- 2) Make eye contact with the students, many times you can tell who needs help by being aware of the what the students are doing. Students who need help are usually the ones who are off-task. Instead of telling them to get to work, ask them if they need help or have a question.
- 3) Be positive with the students, never make them feel badly for asking a question – it took courage for them to ask.
- 4) Be supportive, try to anticipate what they might need before they ask – if you see a student without a pencil, grab one for them.
- 5) Respect all students, staff, and support staff. Everyone is there to provide a service and to help the school thrive.
- 6) Always look to the classroom teacher for guidance.

If you are planning to be absent or late, please contact the site and us right away. Call us or email us at 714-931-6322 or volunteer@elysiumcompact.org. When you leave us a message, please let us know what school you volunteer with, your classroom teacher's name, a contact number for you, and when you plan to return to your site. Remember the students are

looking forward to your attendance and your support. When you do not show up, they are very disappointed as well as the classroom teacher. Please make absences a minimum.

When you volunteer in an administrative capacity, you will report directly to the volunteer coordinator. Each volunteer opportunity will require different commitments so if you are interested in one of these opportunities its best to inquire with the volunteer coordinator at volunteer@elysiumcompact.org.

Time Card Instructions

The time you volunteer is recorded by you and then signed by your onsite supervisor.

Follow these instructions to fill out the time card properly:

- 1) Write your first name, middle initial, and your last name, in this order.
- 2) Write your contact phone number.
- 3) Write the date of the week you are starting to volunteer. If you start volunteering on Monday, September 22, please write this on this line.
- 4) Write the date of the week you end your volunteering for this period. If you start volunteering on Monday, September 22, then at the end of a four-week volunteering period would be Friday, October 17.
- 5) Write the name of your assignment location, the school you volunteer.
- 6) Write the total number of hours you volunteered for this period.
- 7) Your signature.
- 8) Write the date.
- 9) Your onsite supervisor's signature.
- 10) Your onsite supervisor writes the date of signature.
- 11) Fax card to 714-316-1314. Keep original for your records.

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Volunteer Time Card

Fax time card to 714-316-1314 after signed

Name _____ **1** _____ Phone _____ **2** _____

Time Reported for Start Date _____ **3** _____ through End Date _____ **4** _____

Assignment Location _____ **5** _____ Total Hours _____ **6** _____

Monday		Tuesday		Wednesday		Thursday		Friday	
Hours	Initials	Hours	Initials	Hours	Initials	Hours	Initials	Hours	Initials
8am-10am	ASG	8am-11am	ASG	9am-11am	ASG	-	-	-	-
8am-10am	ASG	8am-11am	ASG	9am-11am	ASG	-	-	-	-
8am-10am	ASG	8am-11am	ASG	9am-11am	ASG	-	-	-	-
8am-10am	ASG	8am-11am	ASG	9am-11am	ASG	-	-	-	-

Volunteer Signature _____ **7** _____ Date _____ **8** _____

Onsite Supervisor _____ **9** _____ Date _____ **10** _____

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Volunteer Time Card

Fax time card to 714-316-1314 after signed

Name _____ Phone _____

Time Reported for Start Date _____ through End Date _____

Assignment Location _____ Total Hours _____

Monday		Tuesday		Wednesday		Thursday		Friday	
Hours	Initials	Hours	Initials	Hours	Initials	Hours	Initials	Hours	Initials

Volunteer Signature _____ Date _____

Onsite Supervisor _____ Date _____

Volunteer Benefits

We want to make volunteering with us worthwhile for our volunteers as well. Many of our volunteers are looking to continue their education or are starting out in a new career. We want to help them make that transition better. Besides the feeling wonderful about volunteering and making a difference, we also offer our volunteers with tuition reduction, prestigious awards, and a great way to gain experience.

You will receive tuition reduction with Drexel University for volunteering with us. Drexel University is offering our volunteers with tuition reduction (as much as 25%) for their e-learning degree programs.

You will be eligible to receive the Presidential Volunteer Service Award. Just track your hours and have your onsite supervisor sign your time card then turn into us. At the end of the year, if you have the minimum number of service hours, you will be awarded with this award.

You will gain precious experience working with children, if you do not already have experience. This will benefit you for your future career decisions.

Thank You

Thank you for volunteering with our organization. Because of your dedication towards children and youth, you are making a difference in the lives of so many children. Your hard work and determination is appreciated. I hope you gain a lot from this experience and enjoy working with our future generations of leaders. Thank you.