

CHESTERTON ACADEMY OF THE FLORIDA MARTYRS

5200 Saufley Field Rd., Pensacola, FL 32526 | (850) 378-1303 | chestertonpensacola.org

Volunteer Application

Please complete all sections. Return to the school office or email to info@chestertonpensacola.org.

OUR MISSION

Under the patronage of G.K. Chesterton and in partnership with families and the Church, the mission of Chesterton Academy of The Florida Martyrs is to foster a Culture of Life by forming a new generation of joyful leaders and saints, educated in the classical tradition and grounded in the truths of the Catholic faith.

I have read the mission of Chesterton Academy of The Florida Martyrs and I agree to support and further it in my service as a volunteer. Initials:

Section 1 - Applicant Information

Last Name	First Name	Middle	Other Names Used (maiden, previous)
Street Address	City	State	ZIP
Cell Phone	Alternate Phone	Email Address	
Date of Birth (for screening)	Employer / Occupation	Parish or Church Affiliation (if any)	

Relationship to the school: ☐ Parent/Guardian ☐ Grandparent ☐ Parishioner ☐ Community member

Student(s) at CAFM, if applicable:

Section 2 - Volunteer Interests and Availability

Areas of interest (check all that apply):

- | | | |
|---|---|---|
| ☐ Classroom / tutoring support | ☐ Athletics | ☐ Events and hospitality |
| ☐ Advancement and fundraising | ☐ Facilities and maintenance | ☐ Library |
| ☐ Field trip chaperone | ☐ Driver for school activities | ☐ Lunch program |
| ☐ Liturgy and music | ☐ Admissions and tours | ☐ Other (describe below) |

Other / describe:

General availability: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Weekends ☐ As needed

Relevant skills, experience, or certifications (first aid, coaching, teaching, trades, etc.):

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Volunteer Application (continued)

Section 3 - Emergency Contact and References

Emergency Contact Name	Relationship	Phone
Reference 1 - Name	Relationship	Phone
Reference 2 - Name	Relationship	Phone

Section 4 - Volunteer Code of Ethics

As a volunteer at Chesterton Academy of The Florida Martyrs, I agree to the following:

Mission and witness. I will support the Catholic mission and classical educational philosophy of the school, and conduct myself in a manner consistent with the teachings of the Catholic Church while serving.

Respect for students. I will treat every student with charity, patience, and respect. I will never use physical discipline, demeaning language, ridicule, or intimidation.

Appropriate boundaries. I will maintain appropriate physical and emotional boundaries with students at all times. I will avoid being alone with an individual student in a closed or unobservable setting, and will keep interactions in public and observable areas.

Communication. I will communicate with students only through school-approved channels and about school-related matters. I will not contact students privately by phone, text, email, social media, or private messaging, and will not give gifts to students without the approval of the Head of School.

Confidentiality. I will keep confidential any student, family, personnel, or financial information I encounter while volunteering, and will not discuss it outside the school or post about it online. I will not photograph or record students without prior school permission.

Supervision and authority. I will serve under the direction of school staff, remain within the scope of my assigned role, and will not exercise disciplinary authority over students. I will follow the instructions of the supervising teacher or administrator.

Safe environment. I will complete all required safe environment training and screening before serving, and will immediately report any suspected abuse, neglect, or policy violation to the Head of School and to civil authorities as required by Florida law.

Drugs, alcohol, and weapons. I will not use, possess, or be under the influence of alcohol, illegal drugs, or tobacco while volunteering, and will not bring weapons onto school property or to school events.

Dress and conduct. I will dress modestly and appropriately for the setting, arrive on time, and honor the commitments I make to the school.

Reporting changes. I will promptly notify the Head of School of any arrest, criminal charge, or change in circumstance that could affect my eligibility to serve.

I have read and agree to abide by the Volunteer Code of Ethics above.

Initials:

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Acknowledgments and Authorization

Volunteer Status - No Compensation or Benefits

I understand and agree that my service to Chesterton Academy of The Florida Martyrs is offered freely and voluntarily. I am not an employee of the school, and I am not entitled to and will not receive any wages, salary, stipend, or other compensation for my service.

I further understand that I am not eligible for any employee benefits of any kind, including but not limited to health insurance, retirement contributions, paid leave, workers' compensation coverage, or unemployment compensation. I am not seeking and do not expect any present or future compensation, employment, or benefit in exchange for my volunteer service.

Initials:

At-Will Volunteer Service

I understand that my volunteer service is at will. I may end my service at any time, for any reason, with or without notice. Likewise, the school may decline, limit, suspend, or end my volunteer service at any time, for any reason or no reason, with or without notice, and without any obligation to me.

I understand that nothing in this application, in any school handbook or policy, or in any statement made to me creates a contract of employment or a guarantee of continued volunteer service.

Initials:

Safe Environment Training and Background Screening

I understand that, in accordance with the policies of Chesterton Academy of The Florida Martyrs and the Diocese of Pensacola-Tallahassee, I must complete safe environment training and pass a criminal background screening before I may begin volunteering, and that screening must be renewed on the schedule set by the school and the Diocese.

I authorize the school and the Diocese, and any vendor acting on their behalf, to obtain and review a criminal background check and any related records for the purpose of evaluating my suitability to serve. Any additional information required to complete the screening, including identifying information, will be collected separately and securely through the approved screening provider. I agree to cooperate fully and to provide accurate information.

I understand that a background screening result or any other information may disqualify me from volunteering at the sole discretion of the school, and that the school is not required to disclose its reasons. I release the school, the Diocese, and their employees, officers, and agents from any claim arising out of the good-faith gathering, review, or use of this information.

Initials:

Certification and Agreement

I certify that the information I have provided in this application is true and complete to the best of my knowledge, and I understand that any false or misleading statement or material omission is grounds for immediate and permanent removal from volunteer service.

I agree to abide by the Volunteer Code of Ethics and all policies and procedures of Chesterton Academy of The Florida Martyrs, including those in the Family and Employee Handbooks that apply to volunteers, as they may be amended from time to time.

Printed Name

Signature

Date

For Office Use Only

☐ Application received ☐ References checked ☐ Safe environment training complete ☐ Background screening cleared

Screening completion date:

Renewal due:

Approved by: