



# ESL Program Volunteer Request Form: Spring 2022

### Description of Work:

Welcome to NOCE ESL! Under the guidance and direction of a master teacher, the student volunteer will assist in regular teaching duties such as preparing activities and instructional materials and assisting students with their class work. By having the volunteer provide assistance as requested in class, the instructor is better able to instruct and support the class as a whole.

The student volunteer will complete up to fifty (50) volunteer hours, depending on their Service-Learning Program contract at California State University at Fullerton (CSUF). The classes may be conducted in-person at one of our main sites (Anaheim Campus, Cypress Center at Cypress College, or Wilshire Center at Fullerton College) or fully-online in Canvas and Zoom.

### On-Campus & Online Placement:

To qualify for placement in an on-campus NOCE ESL class, volunteers must be fully vaccinated as confirmed by the ESL program and must follow NOCE on-campus safety protocols including wearing a mask that covers nose and mouth at all times while indoors. On-campus volunteers will be issued a lanyard by ESL program staff and will be required to show the lanyard at the greeting station to enter any NOCE campus. You will also be expected to follow sign-in/sign-out procedures and parking requirements for that site. Unvaccinated volunteers with approved exemptions (by CSUF) that require regular COVID-19 testing are eligible for online classes only. All volunteers must be 18 years of age.

I, \_\_\_\_\_, agree that I am assisting solely as a volunteer in ESL classes offered through North Orange Continuing Education (NOCE) in the North Orange County Community College District (NOCCCD), for up to fifty (50) hours during the period: January 18-May 27, 2022 (Spring semester). I will at no time in the future try to claim wages for the time I volunteered. I confirm I understand the health and safety protocols in regard to COVID-19 for in-person classes.

### Approvals/Signatures:

\_\_\_\_\_  
Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
NOCE ESL Director or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
NOCE President

\_\_\_\_\_  
Date