



Dear Potential Facilitator,

Thank you for your interest in teaching a class at Southern Nevada Children First, Southern Nevada Children First (SNCF) is a non-profit organization whose focus is on homeless, pregnant and parenting teens and young adults between the ages of 14- 25. The mission of Southern Nevada Children First is “strengthening the lives of children and families.” With this purpose, SNCF leadership and staff currently provide pregnant and parenting youth with, positive environments to help youth develop the tools and skills necessary to successfully transition to self-sufficiency. Since its inception, SNCF has addressed the housing, educational, financial, mental, physical and behavioral health, needs of this population and their babies.

We offer classes in a wide variety of subjects including health and wellness, mental health, vocational education, parenting, anger management, life skills and substance abuse. Classes are taught at our Community Resource Center. We also offer the opportunity to teach off-site through the use of *Skype*.

Please fill out all the included forms which include: *Volunteer Application, Live Scan, Statement of Confidentiality, Course Proposal* and *Instructor Information Sheet*. If you are proposing more than one course, then you will need to complete a separate Course Proposal form for each class. Feel free to attach other materials to these forms if you think they will help us evaluate your proposal. Information on similar classes you have taught is valuable. Also include a list of any required materials. If we schedule an interview, we will want you to bring the materials for our review. If we are interested in your proposal, we will contact you to schedule a time to meet with us for further discussion.

Return the forms Attn:

Michelle Gold or Sybil Jones
Southern Nevada Children First
720 W Cheyenne #30 NLV, NV 89030
(702) 487-5665. Fax (702) 463-5684
info@childrenfirst-nv.org



Instructor Information Sheet

Name: _____

Best way to contact you: _____

Proposed Class Title(s): _____

Briefly describe your background and how it pertains to teaching this subject: _____

Current Teaching Experience: Have you taught this class before? If so, what courses?

Are there any other topics you teach?

Are there any other important details we should know about you?

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Course Proposal Form

Instructor's Name: _____ Date: _____

Address: _____

Phone (Day): _____ (Evening): _____ (Cell): _____

Email Address: _____ Fax: _____

Proposed Class Title _____

Course Description (includes evenings and weekends): _____

Copies/Handouts Required for the Course: _____

Special Classroom Requirements: _____

Special Equipment Needs (e.g. TV, VCR, Computer): _____

Special Notes: _____

Please attach your resume and a curriculum/ lesson plan and return this form to:

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Instructor Information Sheet



Briefly describe your background and how it pertains to teaching this subject: _____

Why do you think your proposed class is important? Have you taught this class before? _____

Is there a reason you want to volunteer at SNCF? _____

Have you ever volunteered at SNCF before? Have you ever volunteered at a similar organization?

What other important details should we know about you? _____

Statement of Confidentiality



As a condition of being involved as a Board Member, Employee, Volunteer, Intern, Visitor or service or repairperson of Southern Nevada Children First, and/or being involved with persons receiving services from Southern Nevada Children First, I hereby agree to the following requirements:

- A. I agree not to divulge the location of any of the housing facilities to unauthorized persons at any time.
- B. I agree not to divulge the names of the Southern Nevada Children First Center clients, past or present, or any information regarding those clients which may in any way identify the client.
- C. I agree not to have personal, social, or business contact with any person who has been a client of Southern Nevada Children First within a two year timeframe of my volunteerism.
- D. I have read, understand, and agree to adhere to the Southern Nevada Children First's Statement of Confidentiality.

Date: _____

Name (Print): _____

Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____

Driver's License No.: _____

Reason for shelter visit: _____

Approved By: _____

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Volunteer Background Requirements

Suggested locations

- TB Skin Test
 - Tender Care Pediatrics
 - 2810 S. Jones @ Edna Street
 - Monday – Wednesday 8am – 7pm
 - Friday 8am – 5pm
 - **\$20** No appointments (walk-in only)
 - You must return in 48 hours to have skin test read.
 - Return results to Human Resources

- Proof of Nevada Insurance
 - Must be extended (full) coverage if your position may require use of your personal vehicle to transport clients

- Fingerprint (NV State and FBI)

PLEASE PICK UP FINGERPRINTING FORM FROM SOUTHERN NEVADA CHILDREN FIRST HR DEP AND TAKE IT TO:

- **Fingerprint Pros**
 - 2620 S. Maryland Pkwy, Suite 17
 - Las Vegas, NV
 - No appointments necessary
 - Hours: Monday – Friday, 8:00am – 5:00pm
 - Corner of Maryland Pkwy & Sahara

- ❖ You must present a government issued photo ID card.
- ❖ Payment is required in advance of fingerprinting. Forms of payment accepted included most major credit cards or cash in the amount of \$60.
- ❖ Return your receipt to Human Resources indicating your fingerprints have been submitted.