

VOLUNTEER  
COACH/ACTIVITY  
APPLICATION  
PACKET



NOTE: A self-explanatory packet, instructions on how to complete the packet is enclosed.



# Grinnell-Newburg Community Schools

## **VOLUNTEER ACTIVITY/COACHING INFORMATION**

Thank you for your interest in working for the Grinnell-Newburg Schools. Following are the requirements for non-certified positions in our school district.

1. Application Form

Please complete the attached Application and submit it to the Superintendent's office. Office hours are 7:30 a.m. to 4:00 p.m. Monday through Friday. Or email the completed packet to [becky.rasmussen@grinnell-k12.org](mailto:becky.rasmussen@grinnell-k12.org)

2. Authorization Forms for Background and Child Abuse

Employment is based upon a satisfactory completion of the background and child abuse check. You will receive the background check via email from OneSource.

3. Bloodborne Pathogens & Mandatory Reporter Training Certificate

If you have had this training within the past year and can provide the Superintendent's office with a copy of your completed certificate, it will not be necessary to take this training at this time. If you need to renew the certification or take the class for the first time, please see the attached sheet for on-line access information.

4. Current Valid IOWA coaching license (sports only)

The Superintendent's office must have a copy of your valid Iowa license before you can begin coaching. If you need to obtain an Iowa Coaching License or renew your license, please contact:

Bureau of Practitioner Preparation and Licensure  
Iowa Department of Education  
Grimes State Office Building  
400 E. 14<sup>th</sup> and Grand  
Des Moines, IA 50319-0146  
Telephone: 515-281-5294  
Toll Free: 1-800-668-7856  
<http://www.iowa.gov/boee/>

We sincerely appreciate your interest and if we can be of further assistance, please let us know.

Grinnell-Newburg School District  
925 Broad Street  
Grinnell IA 50112  
Telephone: 641-236-2700  
Web site: [www.grinnell-k12.org](http://www.grinnell-k12.org)

# **GRINNELL-NEWBURG COMMUNITY SCHOOL DISTRICT**

## **VOLUNTEER ACTIVITY/COACH APPLICATION FORM (PLEASE PRINT)**

**What extracurricular activity are you applying for as a volunteer?**

\_\_\_\_\_

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_ (City) (State) (Zip)

**PHONE:** Home \_\_\_\_\_ **Cell:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**CURRENT JOB:** \_\_\_\_\_

### **COLLEGE/UNIVERSITY**

Name of School	Major	Dates Attended	Grad Date	Degree

### **TEACHING EXPERIENCE (If none, please indicate as such)**

School Name	City/State	Grade/Subject	Dates Taught	Total Years

### **PLEASE LIST ANY PREVIOUS COACHING EXPERIENCE IN THIS ACTIVITY**

Location	Age Group	Dates

### **PLEASE LIST ANY COACHING CERTIFICATIONS AND COACHING CLINICS ATTENDED:**

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a crime or violation of the law, other than a traffic  
Violation? Yes ☐ No ☐

If Yes, please explain:

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I hereby certify that I am not being compensated for my services and I am a volunteer. I further understand that at any time the Grinnell-Newburg School District reserves the right to dismiss a volunteer coach for any reason deemed fit without prejudice.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*The Grinnell-Newburg Community School District will not discriminate in hiring on the basis of race, ethnicity, national origin, gender, age, physical disability, sexual orientation, gender identity, religion, marital status, or status as a veteran. A bona fide religious institution may choose to exercise the allowances in Iowa Code section 216.6.(6)d. Employers may have additional developed specific equal employment opportunity policies and procedures; please check with employers.*

## **ACCESSING COURSES ON THE AEA 267 WEBSITE**

RE: Online Trainings



- 1) Access the AEA 267 website: <https://training.aealearningonline.org>
- 2) Click on 'LOGIN'
- 3) Type in your username and password and then click on LOGIN.
  - a) If you have a username and password and can login, please proceed to Step 4 to select courses to take.
  - b) If you have logged into the system before but cannot remember your username or password, please select 'Forget Your Password?'
  - c) If you **do not** have a username and password, please follow these directions to set yourself up in the system.
    - i) Click on the 'Register' button and enter the required information.
    - ii) Select 'Submit Registration Info' to continue.
      - (1) Current AEA: AEA267
      - (2) District: Grinnell
      - (3) Password: grinnellcourses1
- 4) Once you are logged into the system, select 'Course Catalog' on the top left of your screen and complete the following trainings. Continue through the prompts and use left and right arrows to navigate the trainings.
  - a) Blood Borne Pathogens
  - b) Mandatory Reporter: Child Abuse
  - c) Mandatory Reporter: Dependent Adult Abuse
- 5) Once you have completed the trainings, either print off your certificate and turn them into the District Office or email a copy to Jill Haacke at [jill.haacke@grinnell-k12.org](mailto:jill.haacke@grinnell-k12.org).

### **NOTE if you are new to Grinnell-Newburg but already have an AEA Account:**

You may start your AEA online trainings at any time prior to your Central Rivers account set up.

Log into <https://training.aealearningonline.org> with your most recently used login email and password. Change your Employment District to Central Rivers using 'central rivers' as your district password. Once your Central Rivers account is set up, your email will need to be updated in the system to your Grinnell-Newburg issued email.

**Any questions or for assistance, please contact [Julie Danker](#) at (319) 268-7617 in Professional Learning for the AEA.**

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