

To: ALL HSDB Volunteer Applicants  
From: Rosalind Kia, PCNC/Volunteer Coordinator  
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**Before applying to volunteer please read the following:**

The Hawaii School for the Deaf and the Blind (HSDB) is implementing a new policy for volunteers. ALL applicants will spend 10 hours volunteering in the library to give us a sense of their commitment and reliability. There they will be asked to do a variety of tasks which may not include contact with students. After completing their 10 hour orientation period they will be placed in a classroom if spaces are available.

**If you have read the above policy and are still interested in becoming a volunteer at HSDB please do the following:**

1. Make an appointment to meet with Roz Kia to discuss your availability.
2. Read and retain:
  - HSDB Brochure
  - HSDB Volunteer Brochure
  - Letters to volunteers from Patricia Hamamoto, Superintendent
  - Drug-Free workplace statement
3. Submit the following:
  - Volunteer Personnel Information form
  - Photo ID
  - Employment Suitability Check (Form 90)
  - Confidentiality Agreement
  - Emergency Information form
  - A copy of current TB test results
4. On your first day:
  - Sign In. There is a folder marked “volunteers” on the left side of the office counter. Find the sheet with your name and enter your start and end time for the day.
  - Grab your volunteer tag. If one is not pre-made for you, write your name on one of the name tags.
  - You will be escorted or directed to the library.
  - After completing your 10 hour orientation period you can report directly to your assigned classroom after signing in.