

CITY OF TOLEDO



DEPARTMENT OF POLICE OPERATIONS

SAFE-T-CITY TEACHER ASSISTANT APPLICATION

To: Student of GRADES 6th grade and older

The Toledo Police Department needs volunteer teacher's assistants for our **Safe-T-City** Program at the Scott Park District Station. Any students entering the 6th grade or above can have a fun-filled time and gain valuable work experience.

SAFE-T-CITY

Safe-T-City is a child safety program for children who will be entering kindergarten in the fall. It includes classroom instruction with a certified teacher and resource speakers. It also entails instruction by police officers in a small-scale city complete with traffic lights, street signs, railroad tracks and other traffic signs or signals that children may be experiencing on their way to school this fall.

DUTIES

Daily responsibilities will include assisting teachers, police officers, and students in the classroom and in the miniature city. Serving as a teacher's assistant is an 8-day 2 1/2-hour per day commitment. The morning session is 8:15 to 10:45 and the afternoon session is 12:00 to 2:30. The dates are listed inside. **It is important that you are here everyday for the session that you have chosen.**

PROVIDES A REFERENCE

This work experience will give insight into several different career worlds, (i.e. teaching, law enforcement, child development, etc.) You will gain many tips for safety practices from the teachers and resource speakers connected with the program. You will also meet other assistants in the program who may become new friends. Any further questions may be answered emailing: Safe.T.City@gmail.com or by calling the **Safe-T-City** office, (419) 936-2984. Please leave a message if no one is available to answer your questions.

Please wear appropriate clothes while volunteering. No short-shorts or see through shirts are allowed. If your dress is not appropriate you will be asked to change, or be sent home.

Are you a graduate of Safe-T-City? YES () NO ()

Have you ever been a Safe-T-City teacher's assistant? YES () NO ()

If **YES** (you have been a teacher's assistant), during what year(s)? _____ **If you have been an assistant prior to this year, you will **NOT** need to submit a new recommendation letter.**

If you have **NOT** helped as an assistant before, please contact a non-relative (i.e. teacher, pastor, coach or employer) and request that the attached recommendation form be completed and returned to the address listed below. When requesting a recommendation it is thoughtful to give this person a pre-addressed stamped envelope. This assures the recommendation will be returned to us.

This recommendation may NOT be from a parent/relative/family member.

I UNDERSTAND MY SON/DAUGHTER _____ HAS VOLUNTEERED THIER SERVICES FOR THE SAFE-T-CITY PROGRAM. I GIVE MY PERMISSION AND UNDERSTAND I AM TO PROVIDE TRANSPORTATION.

Parent Signature: _____

When application form is complete, please mail to:

Toledo Police Department
Safe-T-City Program
Scott Park District Station
2301 Nebraska Avenue
Toledo, Ohio 43607

Application and recommendation forms may also be faxed to 419-936-3859 or emailed to:
safe.t.city@gmail.com

If you have any questions please contact the Safe-T-City Office by the email above or at 419-936-2984. Please leave a message and your call will be returned.

Applications will only be processed if ALL of the parts are completed.

**2024 SAFE-T-CITY
Volunteer Teacher's Assistant Application
Toledo Police Department**

SAFE-T-CITY TEACHER'S ASSISTANT RECOMMENDATION FORM

The applicant listed below is volunteering as an assistant with our **Safe-T-City** program. **Safe-T-City** is targeted for children entering kindergarten. The children attend an 8-day program on general and pedestrian safety. The applicant will work with a teacher and help the children. We need volunteers who can follow directions and are professional in their dealings with children and parents. Approximately 500 children attend Safe-T-City throughout the summer. Their parents have contact with the assistants throughout the summer. It is necessary for the volunteers to be calm, efficient and able to take initiative when needed. This recommendation only needs to be completed for first time applicants.

Applicant's Name:

Your Name:

Capacity in which you know the applicant (Must **not** be a relative):

I feel this applicant would be great for the Safe-T-City Program because:

Please return this recommendation to:

Toledo Police Department
Safe-T-City Program
Scott Park District Station
2301 Nebraska Avenue
Toledo, Ohio 43607

Recommendation may also be faxed to 419-936-3859 or emailed to: Safe.T.City@gmail.com

If you have any questions please contact the Safe-T-City Office
at 419-936-2984.

Thank you for your time in completing this recommendation.

Office Use Only

Date Received _____