

# CU in School Student Volunteer Application



## General Information

Student's Name (First & Last):

Parent/Guardian's Name (First & Last):

Parent/Guardian's Phone Number:

Parent/Guardian's Email:

What school does your child attend?

- Gordon Elementary
- Hughes Elementary
- Mar Lee School
- Walters Elementary
- Wattles Park Elementary

What grade is your child in?

- 3rd
- 4th
- 5th

Who is your child's homeroom teacher?

What is your child's t-shirt size?

## Interview Questions

If you could have one superpower, what would it be? Why?

Do you have any goals for this upcoming school year (academic, sports, personal, etc.)?

Was there a time you wanted to give up but didn't? Please explain:

What interests you about working for CU in School? What do you hope to learn?

### Interview Questions (continued)

What work experience do you have (chores, etc.)? What activities do you currently participate in (sports, hobbies, etc.)?

Confidentiality is a BIG part of this job, which means you cannot talk to other people about MCCU members' personal information, account balances, transactions, etc. Do you promise not to share member information with others?

Please review the following page which includes descriptions of the CU in School positions. Please check all positions you are interested in:

- Branch Manager
- Bookkeeper
- Data Administrator
- Marketing Manager
- Teller

# CU IN SCHOOL STUDENT VOLUNTEER POSITIONS

## Branch Manager

- Dismiss students from their classrooms and direct them to the CU in School branch location.
- Serve as back-up for all other CU in School positions.

## Bookkeeper

- Fill out prize tracking sheet for member incentives.
- Record teller receipts on the CU in School savings ledger.
- Keep all supplies organized and filled.

## Data Administrator

- Post transactions to member accounts using laptop and MCCU operating system.

## Marketing Manager

- Provide promotional and educational materials to staff members and fellow students.
- Help create and make reminder announcements.

## Teller

- Assist members with account deposits by accurately and neatly recording information on receipts and machine tape.
- Handle cash and balance drawer.



All student volunteers must promote the CU in School program in a positive and professional manner. Confidentiality is a must!

## Special Notes to Students & Parents

All personal information, account balances, deposit amounts, and account numbers are confidential. Student Volunteers will be instructed to handle each transaction in a manner that assures the member's privacy.

Student Volunteers will miss some class time on deposit days. School staff members are aware of the time commitment and must approve your child's participation in the CU in School program. Students will be responsible for completing any missed classroom assignments.

Student Volunteers will receive an MCCU-branded t-shirt. We ask that they wear the t-shirt on deposit days to help promote the CU in School program.

Student Volunteers will receive a pizza party at the end of the school year to celebrate their participation.

Marshall Community Credit Union may take and use photographs of Student Volunteers to help promote the CU in School program. Photos and first names may be used in publications, news releases, training videos, and on Marshall Community Credit Union's social media pages and website.

**Parent/Guardian - Please type your name below. This will indicate that you accept and have read all the above information and understand the time commitment and responsibilities if your student is selected as a Student Volunteer at CU in School.**

Please email your completed form to:  
[YouthAccounts@marshallcommunitycu.com](mailto:YouthAccounts@marshallcommunitycu.com).

Any questions, concerns, or comments? Please list below:



MCCU is federally insured by NCUA