

**Mallard Creek STEM Academy
VOLUNTEER APPLICATION**

Personal Information

Name _____
Last First Middle

Other Names _____
(Indicate any other name by which you have been known to enable a check of your record)

Permanent Mailing Address _____
E-Mail Address _____ Telephone No. (____) _____

Alternate Mailing Address _____
Telephone No. (____) _____

Purpose of Application: Check Box that applies:

- ☐ School Events/School Site only
☐ Field trips/Chaperone
☐ Overnight Field trip/Coach/Clubs

Driver's License #: _____

SS# (for Tier 2 and 3): _____

Previous Volunteer Work/Experience:

Organization	Supervisor	Telephone Number	Duties
1.			
2.			

Background Questions:

1. Do you have any physical, mental, or memory impairments or disabilities that would substantially limit your performance as a volunteer?

___ Yes (please explain) _____
___ No

2. Were you ever convicted of a felony?

___ Yes (please explain) _____
___ No

3. Were you ever convicted of a misdemeanor?

___ Yes (please explain) _____
___ No

Certification of Accuracy

To the best of my knowledge, all of the information on this form is true and correct. _____ Signature _____ Date

AUTHORIZATION

I HEREBY AUTHORIZE YOU TO MAKE ANY INVESTIGATION OF MY PERSONAL HISTORY, AND EMPLOYMENT RECORD. I WAIVE MY RIGHT OF ACCESS TO ANY INFORMATION PROVIDED BY ANY REFERENCES OR OTHER SOURCES IN THE PROCESS OF INVESTIGATING MY PERSONAL BACKGROUND AND WORK RECORD.

Signature of Applicant _____ Date _____

AFFIRMATION

Inaccurate information and/or accompanying documents may result in disqualification from volunteering.

I declare and affirm that the information provided in this application and any accompanying documents are true, complete and correct.

Signature of Applicant _____ Date _____

Tier 1(DO NOT NEED TO COMPLETE APPLICATION, COMPLETE VOLUNTEER AGREEMENT)-Someone who volunteers occasionally and in a highly public setting with little or no contact with students and who is under constant supervision by School personnel will not be required to complete a volunteer application, although they will need to sign the school's volunteer agreement and expectations form. A volunteer fitting this example might be someone working at a school field day or fundraising event or someone working in the concession stand or making an occasional classroom visit.

Tier 2 (COMPLETE APPLICATION, VOLUNTEER AGREEMENT, LEADERSHIP APPROVAL)-Regular volunteers during the typical school day/academic setting with student contact under constant supervision of personnel must complete a volunteer application and agreement acknowledging expectations for volunteers and complete the volunteer training. A volunteer fitting this example might include a room parent, class readers, or front office volunteers.

Tier 3 (COMPLETE APPLICATION, BACKGROUND CHECK, VOLUNTEER AGREEMENT, LEADERSHIP APPROVAL) Tier 3-Regular volunteers outside the typical school/academic setting with student contact under the direct supervision of personnel must complete a volunteer application and agreement acknowledging district expectations for volunteers and have a background check performed by the district. A volunteer fitting this example might include assisting with extra, co-curricular clubs/activities and athletics that meet regularly, overnight field trips, driving to field trips, chaperoning students at events. Copies of all volunteer applications must be sent to the HR office. Tier 3 volunteers must be approved by the Principal/Executive Director. Tier 3 volunteers must have a complete background check done. All background checks will be done at the School's expense.

Volunteer Agreements and Expectations

As a School Volunteer, I agree to:

- perform the duties assigned to me in accordance with School Policies and Procedures;
- follow the reasonable directives of School employees;
- conduct myself in a professional manner, to promote the education and interest of the students and the reputation of the School;
- treat all students, staff, and community members with respect;
- not disclose any personally identifiable information or confidential information or materials that I may have access to as a result of my volunteer assignment;
- use discretion in my appearance and dress appropriately;
- adhere to the School's Code of Conduct;
- avoid being alone with students;
- refrain from any physical interaction with students;
- refrain from any communication outside my volunteer activity unless I have a previous relationship with such student(s);
- not leave any children unsupervised;
- sign-in and sign-out of the building when volunteering; and
- wear a volunteer badge when volunteering.

I understand and recognize that the School may remove me as a volunteer at any time and solely at its own discretion.

Print Name: _____

Signature: _____ Date: _____

Original Copy: Volunteer File (HR Office)
Copy: School Leader, Volunteer

Admin Initials:
Approval Date:
Raptor ID Scan Complete:

___Tier 2 ___Tier 3 (Background
Check)
Forward completed application to HR.