

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:
☐ Field Trip
☐ Field Day
☐ Athletic Events

Date of Birth: _____

Driver's License #: _____

SS#: _____

Admin Initials:
Approval Date:
Raptor ID Scan Complete:

☐ Tier 2 ☐ Tier 3 (Background
Check)

Forward completed application to HR.

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 pass a criminal history background check. A volunteer fitting this example might include a room parent, class readers, front office volunteers and single day field trip chaperones.

Tier 3 (COMPLETE APPLICATION, BACKGROUND CHECK, VOLUNTEER AGREEMENT, BOE 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. Copies of all volunteer applications must be sent to the personnel office. Tier 2 and Tier 3 volunteers must be approved by the Principal/Executive Director. However, the Principal, or his/her designee, may grant emergency approval for volunteers, pending future approval. Tier 3 volunteers must have a background check done. All background checks will be done at school 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