

ADDISON COMMUNITY SCHOOLS VOLUNTEER APPLICATION

To protect your privacy, this form will only be seen by designated Addison Community Schools representatives. Only the top information will be shared with the appropriate staff related to your volunteer status.

Name _____ Date: _____

Address _____

Home Phone _____ Cell Phone _____

Preferred Volunteer Activity _____

If you have children/grandchildren in this school, please list their name(s) and their teacher(s) _____

Days and Times Available:

Day	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	After School
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									

CRIMINAL BACKGROUND CHECK INFORMATION

Please note that each question is important for the criminal background check. This information is necessary to ensure that we receive only your particular information. **PLEASE FILL IT OUT COMPLETELY.**

First (Full) Name _____ Middle Initial _____ Last Name _____

Previous married/maiden name(s) _____

Date of Birth _____ **PLEASE NOTE: A copy of valid, government-issued photo identification with birth date must be attached to complete this application.**

Sex: Male _____ Female _____ Race: _____ Phone: _____

Please list other states in which you have resided _____

Have you ever been convicted of a felony or misdemeanor? Yes _____ No _____ If yes, please explain _____

I give Addison Community Schools permission to complete a criminal history check with the Michigan State Police.

Signature _____ Date _____

NOTE: A criminal record will not necessarily disqualify an applicant. A criminal record is a piece of information that will be considered in determining the appropriateness of an individual to be an Addison Community Schools Volunteer.

ADDISON COMMUNITY SCHOOLS

DESIGNATED REPRESENTATIVE'S RESPONSIBILITIES FOR APPLICATIONS AND CRIMINAL CHECKS

- Volunteer applications will be treated with the same respect, confidentiality and security as an employee application and will not be available for viewing by other volunteers, parents or staff unless authorized by administration.
- Conduct a criminal history check with the Michigan State Police and check the Michigan State Police Sex Offender registration on all volunteers.
- If there is a record on the volunteer, the building principal will meet with the superintendent to determine what steps will be taken.

PROCEDURES FOR ALL SCHOOL VOLUNTEERS

- Volunteers need to complete the volunteer application form and have a criminal record check.
- A new volunteer form and criminal record check needs to be done every year.
- Volunteers will be provided with an orientation to the school by the appropriate school personnel.
- Volunteers will report to the school office and sign in and record their hours on the volunteer registry.
- Volunteers will wear identification badges provided by the school while volunteering.
- Volunteers will work under the direction of the school staff, recognizing that instructing, grading and disciplining students are school staff responsibilities.
- Volunteers will work in collaboration with school staff to plan volunteer activities.