

PALERMO UNION ELEMENTARY SCHOOL DISTRICT

Volunteer Application Form

Honcut Helen Wilcox Golden Hills Palermo

Thank you for volunteering. We value parent and community volunteers. To ensure the safety of students, volunteers must be screened. Note: This application must be submitted at least two weeks prior to the event or activity.

Name _____ Phone _____

Street _____ City _____

Email address _____ Date of Birth _____

| | | | |
|---|--------------------|-----|----|
| Date(s) of volunteer service _____ | Ongoing activity? | Yes | No |
| Activity for which you want to volunteer: _____ | | | |
| Teacher Supervising Activity: _____ | | | |
| Are you related to any student(s) involved in the activity? | | | |
| Student _____ | Relationship _____ | | |
| Student _____ | Relationship _____ | | |

References:

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Convictions:

Have you ever been convicted of a (circle answer) Felony? Yes No Misdemeanor? Yes No
If yes, why were you convicted?

Medication(s):

Are you currently taking any medications or remedies that affect judgment or ability to react? Yes No

Volunteer Signature _____ Date _____

District Office Use Only

_____ Auth. Forms emailed/picked up _____ DOJ/FBI Provider notified _____ TB Provider Notified

_____ DOJ Clearance _____ FBI Clearance _____ TB Clearance _____ School notified of Denial/Clearance

VOLUNTEER REFERENCES

Applicants Name: _____

Reference #1 Name: _____

1. How do you know this person?
2. How long have you known this person?
3. Do you have any concerns with them working with children?
4. Would you like to add something?

Reference #2 Name: _____

1. How do you know this person?
2. How long have you known this person?
3. Do you have any concerns with them working with children?
4. Would you like to add something?

Reference #3 Name: _____

1. How do you know this person?
2. How long have you known this person?
3. Do you have any concerns with them working with children?
4. Would you like to add something?

Site Administrator Signature _____

Revised: 4/16/2013

Palermo Union School District Volunteer Guidelines

Thank you for volunteering. We value parent and community volunteers. We recognize that volunteers who contribute their time and skill are a real asset to our schools and benefit our students.

The following guidelines are intended to provide volunteers and District staff with valuable information to ensure that volunteer service is a positive and enjoyable experience for students, staff, and the volunteer.

Volunteer Application and Background Check

For the safety of our students, all volunteers are required to complete a Volunteer Application Form. This form will be reviewed by District Administration. All volunteers are subject to reference checking and may be required to have a background check that includes being fingerprinted. Individuals who want to volunteer on an ongoing basis must also have a current tuberculosis test.

Role Model

As an adult volunteer working in the presence of children, you are a role model. Therefore, it is expected that all volunteers will model positive behaviors. Volunteers may not use tobacco products or be under the influence of any illegal drugs or legal drugs that impair judgment.

Supervision of Volunteers

All volunteers work under the direct supervision of a District employee and, when working with students, shall be in the presence of another adult or in an area that is open to observation.

Respect the Learning Environment

Teachers are responsible to create and maintain a positive and effective learning environment. Therefore, teachers determine the most effective use of volunteers in their classrooms and classroom volunteers are to follow the directions of the teacher. Remember, tasks assigned to volunteers contribute to the teacher's ability to focus on classroom instruction. If directions are not clear, do not interrupt instruction; wait for an appropriate time to ask the teacher for clarification.

Respect School rules and Procedures

- Volunteers must always sign in and wear an identification badge
- Please do not bring younger children with you when you volunteer
- Please turn off your cell phone when in the classroom
- Student discipline is the responsibility of the teacher and/or principal
- Do not use unfamiliar equipment; ask for assistance
- Learn your way around the school, including location of exits, restrooms, supply and work areas, and designated parking (if assigned)

Emergency Response

All District schools and work sites are prepared to implement emergency response plans. In the event of an emergency follow the directions of the principal/administrator and staff member to whom you are assigned.

Revised: 4/16/2013

Punctual and Reliable

The valuable time and skill that volunteers contribute is most effectively used when teachers and staff know they can rely on a volunteer to be reliable and on time. If you cannot make a scheduled volunteer assignment, please make every effort to inform the school in advance.

Keep Confidential Information Confidential

As a volunteer, you may hear or see confidential information about students or staff. It is of critical importance that you keep confidential information confidential and not tell it to friends, family, or anyone. You are in a position of trust, just as any District employee. Volunteers do not have the right to access personnel files or records of students.

Child Abuse

Volunteers should report suspected incidents of child abuse to the principal. This can include physical abuse, sexual abuse, or neglect. Volunteers are not to question students.

Dress and Personal Hygiene

Dress for school. Please avoid short shorts and skirts, low neck lines, bare midriffs, sleepwear, slippers or bare feet. Also, be aware of personal hygiene, smoke odor, body odor, etc.

Keep it safe for children and is it "G" Rated

Please remember, schools are places for children, so they need to be safe and "G" rated. So, when in doubt, ask yourself this, "Is what I plan to do safe for children and is it "G" rated?"