

Series 3000: Operations, Finance, and Property

3100 General Operations

3105-F Volunteer Service Form

The Board of Education recognizes and appreciates the generosity and support it receives from volunteers.

Volunteer Information

Name: \_\_\_\_\_ ("Volunteer")

Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Names of children attending the District & Building: \_\_\_\_\_

- BL SO WP MS HS
BL SO WP MS HS
BL SO WP MS HS
BL SO WP MS HS
BL SO WP MS HS

Volunteer may be asked to provide a valid form of photo identification (e.g., driver's license, passport, or state issued identification card).

Have you previously volunteered for the District? [ ] Yes [ ] No

Have you previously been denied the opportunity to volunteer for the District? [ ] Yes [ ] No

Are you a registered sex offender? [ ] Yes [ ] No

Have you been convicted of a felony? [ ] Yes [ ] No

If yes, please describe the offense(s), date(s), and location(s):

\_\_\_\_\_
\_\_\_\_\_

Are you the subject of a current criminal or child protective services investigation or do you have pending criminal charges against you? [ ] Yes [ ] No

If yes, please describe the investigation or charges:

\_\_\_\_\_

# 3105-F Volunteer Service Form

**(ONLY ONE SIGNED FORM NEEDED PER SCHOOL YEAR.)**  
**PLEASE ALLOW AT LEAST ONE WEEK TO PROCESS THIS REQUEST)**

For the protection of the children in the school, the District does not allow volunteers to chaperone/work with Harper Creek students if they have been convicted of certain crimes including: **(1) a crime related to children; (2) any crime that requires registration on the Sex Offender Registry (SOR); or (3) a felony within the past 10 years. This list is not all-inclusive**

All Volunteers shall be subject to a criminal background check, the results of which shall be received and approved by the District prior to volunteer service. The following information is required to complete the check and will be used solely for the purpose of the criminal background check.

District appreciates your time and efforts in assisting the operation of the schools. To help in maintaining your confidential information, please return this form in a sealed envelope to the building secretary at your child's school, or if you prefer, you may send it directly to: Harper Creek Administration Building, Attention Human Resources, 7454 B Drive North, Battle Creek, MI 49014.

## Terms & Conditions

Volunteer agrees to indemnify, defend, and hold harmless the District, its officers, employees, agents, board members, students, and guests from all claims, damages, and liabilities, including attorneys' fees, in any manner arising out of Volunteer's volunteer services. Volunteer is responsible for all injuries or damages to persons or property caused by Volunteer.

If the District approves this request, Volunteer certifies that when serving in the volunteer position he or she will: (i) perform as a volunteer and not as a District employee; (ii) comply with all federal, state, and local laws, rules, and regulations; (iii) comply with any additional requirements or conditions that may be imposed by the Superintendent; and (iv) not use or be under the influence of illegal drugs or alcohol.

Volunteer acknowledges that volunteering for the District is a privilege, not a right. The District's Superintendent or designee may reject a person's request or terminate a Volunteer's assignment at any time for any reason that is not unlawful. Volunteer may also be required to complete a background check at any time and hereby consents to such a background check.

Volunteer confirms that, to the best of their knowledge, the information provided within this form is true, complete, and accurate.

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR INTERNAL USE

Approved       Not Approved      Date: \_\_\_\_\_

Signature of Superintendent/Designee: \_\_\_\_\_

Approval is subject to the following additional requirements: \_\_\_\_\_

Volunteer acknowledges and agrees to the additional requirements (when applicable): Yes    No

Date: \_\_\_\_\_