

SCHOOL VOLUNTEERS

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and can assist district employees in providing more individualized and enriched opportunities in instruction. The Board encourages volunteers from all backgrounds and age groups who are willing to share their time, training, experience or personal characteristics to benefit the students of the district.

Volunteers may be involved in many facets of school operations, from mentor/tutor relationships to clerical tasks. Volunteers shall not be used to provide transportation for school-sponsored activities. For clarification purposes, individuals such as parents or grandparents, who voluntarily offer their services (single-event or short-term) on a limited and/or occasional basis are not required, with prior building principal permission, to complete a volunteer application form. Only long-term volunteers who provide a service to the District from time to time throughout the school year must complete an application.

No volunteer shall be permitted to have unsupervised direct contact with students.

School personnel who are responsible for tasks or projects that involve the use of volunteers shall identify appropriate tasks and time schedules for such volunteer activities, as well as make provisions for adequate supervision and evaluation.

Persons wishing to volunteer must contact the Superintendent or Building Principal or other individual designated by the Superintendent or Building Principal and must complete a volunteer application form. The application form shall require the volunteer applicant to disclose any criminal convictions. The application form shall also require the applicant to identify two non-family member personal references. The Superintendent, Building Principal or designee shall be responsible for ensuring that both references are contacted before the volunteer begins rendering volunteer services to verify that the individual is of good moral character.

The district shall retain a complete record of all information obtained through the application process for the same period of time it retains information regarding district employees.

All volunteers are required to act in accordance with district policies, regulations and school rules. Any staff member who supervises volunteers may ask any volunteer who violates district policies, regulations or school rules to leave school grounds.

Each Building Principal or designee shall be responsible for maintaining a current and complete list of all active volunteers and their assignments.

Adoption date: March 5, 2013

**SARANAC CENTRAL SCHOOL DISTRICT
VOLUNTEER APPLICATION**

Name of Volunteer: _____

Present Address: _____
 Street City

State & Zip Code: _____ Tel. #: _____

Position Volunteering For: _____

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

References: (Non family members)

Name	Position	Address	Home #	Work #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Any additional statements concerning your application may be made on a separate sheet.

Affidavit

I certify that the information given in this application is correct.

Signature: _____ Date: _____