

School Volunteer

Page 1 of 3

RSU #34 adopts the following policy for the participation of regular recurring volunteers that will develop relationships with students in school activity programs. No person may participate in said capacity until the following conditions are met.

1. Any professional desiring to have volunteers work in their program must clear the concept with the principal prior to discussing the matter with prospective individuals.
2. If concept approval is given, prospective individuals must be interviewed by the principal to determine qualifications and suitability to work in the school system.
3. It is essential that all volunteers be registered with the Office of the Superintendent of Schools before beginning volunteer activities.
4. The school principal or appropriate department head will define and assign responsibilities and tasks to be performed by volunteers in the respective schools. These tasks and responsibilities will be defined in writing.
5. All volunteers will be sufficiently trained to protect the safety of all students being placed under their care.
6. When volunteers work directly with students, their activity must be under the direct supervision of the professional involving them in the school program.
7. All volunteers must meet the same standards of personal appearance and conduct that is expected of all other staff.
8. The volunteer-student relationship must be maintained on a professional level and be consistent with that expected of paid staff.
9. The volunteer will provide three references including names and addresses people who know most about them.
10. The volunteer will provide proof of car insurance if needed.
11. **The final decision will be made by the building administrator or their designee.**
12. **All volunteers shall be required annually to meet these conditions.**

FIRST READING: March 2013

ADOPTED: April 2013

School Volunteer:

I wish to be involved as a school volunteer in the RSU #34 schools. I understand that information regarding students is confidential and should only be discussed with school staff. I understand my volunteer responsibilities as they have been outlined in writing for me. I give of my time freely, and request no compensation from RSU #34. I understand that I am not covered by Workers' Compensation Insurance because I am a volunteer and not an employee.

VOLUNTEER SIGNATURE: _____ **DATE:** _____

School Volunteer

BACKGROUND

RSU #34 is committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions of all candidates.

Have you ever been disciplined, discharged, or asked to resign from a prior position? yes___ no ___

Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review? yes___ no ___

Has your contract in a prior position ever been non-renewed? yes___ no ___

Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved? yes___ no ___

Have you ever been charged with or investigated for sexual abuse or harassment of another person? yes___ no ___

Have you ever been convicted of a crime (other than a minor traffic offense)? yes___ no ___

Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)? yes___ no ___

Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state? yes___ no ___

Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)? yes___ no ___

If you have answered **YES** to any of the previous questions, provide full details below including, with respect to court actions, the date, offense in question, and the address of the court involved. Attach additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

School Volunteer

Page 3 of 3

SIGNATURE

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that RSU #34 contacts in connection with my employment application to fully provide RSU #34 any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitations, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against RSU #34, its agents and officials or against any provider of such information. I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee, which may include board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

Volunteer Signature**Date**

<p>If you are a VOLUNTEER ATHLETIC COACH, have you had your fingerprints taken as required by RSU #34 Board Policy Code IJOC? If so, when and where?</p>
<p><i>(If you have not, please see Central Office Staff for details.)</i></p>

In order to conduct a criminal history background check with the State of Maine, please provide the following:

PLEASE PRINT

Name: _____

First	Middle Initial	Last	Maiden
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Physical Address: _____
including City, State, Zip _____

Telephone Number: _____

Social Security Number: _____

Date of Birth: _____

School/Place of Volunteer: _____

References:

NAME:	ADDRESS:	PHONE:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____