

SCHOOL VOLUNTEERS

The School District of Brodhead recognizes that Volunteers contribute valuable services to the students and staff. The Board encourages the use of Volunteers to enhance communication and cooperation between the students, staff members, and the community.

Any individual who wishes to provide Volunteer service to the District will need to complete a Volunteer application. A Volunteer is any individual that provides a significant service to students, employees, and school programs by supplementing the work of our employees. Parents/individuals who occasionally (1-2 times per year) provide supervised support in a classroom or school activity do not need to complete a Volunteer application. Volunteers will be approved annually by the Board of Education.

Volunteers will be covered under the District's liability insurance policy while performing services authorized by the School Principal or their Direct Supervisor (teacher, head coach, head director, or head advisor).

All Volunteers will be subject to a criminal background check before being allowed to work in any of the buildings or with students. If there is a conviction or pending charges the Superintendent or designee shall evaluate the criminal records. The Superintendent may ask for more information from the Volunteer, and will consider the nature of the offense, the length of time that has passed, and any other information the District deems relevant in deciding whether the convictions or pending charge provides a basis to decline the offer of the Volunteer.

Volunteers are expected to follow the School District of Brodhead's policy IJOC, (School Volunteers) and the Volunteer Handbook. The Principal or designee will provide the Volunteer an introduction to and explanation of their roles and responsibilities. The Principal or designee will also provide the Volunteer with a handbook and orientation of the information in the handbook. Volunteers that work during the school day will sign in/out at the school office and wear a school ID card.

The School District of Brodhead reserves the right to terminate Volunteer service at any time.

Adopted: _____

Last Revision: February 10, 2016

Last Review: February 27, 2017

APPLICATION FOR SCHOOL VOLUNTEERS

Please complete this form and return it to the school office if you are interested in volunteering. The School District of Brodhead will complete a criminal background check for convictions and pending charges. A copy of your current driver's license is required. Another form of identification will be required if you do not have a driver's license.

Full Legal Name: _____ Phone Number: _____

Address: _____

In the event that you become ill or some other emergency arises, please list the name and phone number of an emergency contact:

Name	Relationship	Phone Number
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Please list the names and phone numbers of two individuals who could provide a personal reference for your suitability to work in the school:

Name:	Relationship:	Phone Number:

Classroom(s) or area(s) where you'd like to help, or duties you'd like to help with:

Day(s) and time(s) when you are available:

List any other states you have resided in outside of Wisconsin:

Have you ever pleaded guilty to or been convicted of a misdemeanor or felony? Yes No

If Yes, provide further information as to the offense(s), date, location of court, and so forth.

I authorize the School District of Brodhead to review my personal background. I consent to the School District conducting a full and thorough criminal background check. I understand the District will verify the information provided above. I hereby release the District, its Board of Education, and its agents as well as all providers of information, from any liability related to furnishing and receiving information related to arrests and convictions.

My signature below indicates that I have read and understand the above form, that all information I have provided on this form is complete and truthful, and I consent to a criminal background check and release all involved from any liability in connection with that background check.

Signature

Date

FOR OFFICE USE ONLY

Approved

Denied

Copy of Driver's License:

Yes

No

Background Check Date: _____

Evidence found to deny approval:

Yes

No

Principal's Signature

Date

**** All approved volunteers must be provided with a volunteer handbook and brief orientation. ****