



FORMS

BOARD POLICY 1240 Community Relations/Volunteers

1) Application for Volunteers

- Completed by volunteers; B, C and D (including supervisory)
- B & C volunteers reviewed, approved and filed by Administrator
- Category D is forwarded to District Office/Human Resources for Criminal Background check. Must have authorized District Office Administrator's signature before volunteer serves in Category D capacity

1) Volunteer Orientation and Agreement

- Completed by B,C and D volunteers
- B & C filed at school site
- Category D forwarded to Department of Human Resources with Application for Volunteers and Criminal History Declaration

2) Criminal History Declaration

- Section I & II Completed by all B, C and D volunteers; filed at school site
- Section III Completed by Category D volunteers; copy forwarded to Department of Human Resources with Application for Volunteers and Volunteer Orientation and Agreement

3) Volunteer Emergency Information

Completed by volunteers who:

- Are regularly on school site
- Participate in overnight excursions
- Returned to Principal
- Maintained in secure confidential file at school site
- **DO NOT SEND TO DISTRICT OFFICE**

*Forms 1, 2, and 3 above must be **fully completed, signed off by the site administrator, forwarded to and received by** Human Resources before criminal background check, which includes fingerprinting, is initiated.