

**MOUNDS VIEW PUBLIC SCHOOLS
GUIDELINES & APPLICATION FORM
VOLUNTEER PROGRAM**

Form EG-4106

Name _____ Date _____

Address _____

Phone Number _____

Position applying for/Location _____

VOLUNTEER GUIDELINES:

Sign In and Out

Volunteers must check in at the office or designated area when entering and leaving any School District site. This is necessary to ensure better communication and the safety of the volunteer, students, staff, and building.

Dependability

Students and staff count on volunteers to be on time and prepared. Volunteers are responsible to notify the School District in advance if they will be late or absent.

Student Discipline

Staff members are primarily responsible for student discipline and behavior management. Volunteers, therefore, should respond to student misbehavior only when defined by their duties, and otherwise must seek out staff for assistance.

Confidentiality

Volunteers may have contact with and access to confidential information as a result of the volunteer's relationship with the School District. (This includes, but is not limited to, all student records and information in any and all formats.) Confidential information must never be disclosed to others or used by volunteers for any purpose outside the scope of the volunteer's duties.

I certify that the above guidelines, School District Policy EG-4106 and its accompanying regulations have been reviewed. I understand them and agree to comply with them.

I certify that the information I have given in this application is complete and accurate. I understand that if I have misrepresented application information and/or fail to adhere to program guidelines, I may have my application approval withdrawn. I understand that submitting this application does not guarantee my acceptance into the Volunteer Program, and that assignment of volunteer work is at the sole and exclusive discretion of the School District. For purposes of the Minnesota Child Protection Background Check Act, Minn. Stat. 299C.60-299C.64, I understand that I may be required to complete a Child Protection Background Check.

I also specifically understand and agree that any volunteer relationship with the School District may be discontinued at any time by either party for any reason not prohibited by law.

Signature _____ Date _____

November 2003