( ) Required
(X) Local
( ) Notice

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 to benefit the students of the district. For the purposes of this policy, volunteers are defined as individuals who assist the district and its students on an ongoing basis beyond the typical school day, including extracurricular activities such as clubs and athletics. Support provided by individuals at functions typically facilitated by the PTA are not bound by this policy.

Volunteers may be involved in many facets of school operations, but to the greatest extent possible volunteers shall not be permitted to have unsupervised direct contact with students. Should the advisor or coach of a club, activity, or sport decide that a volunteer's activity may necessitate regular unsupervised direct contact with students, they would need to inform the Human Resources Office where the volunteer would submit a formal application. Volunteers shall not be used to provide transportation for school-sponsored activities.

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.

Volunteers will be required to complete the form, be fingerprinted, and disclose any criminal convictions.

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 shall be responsible for maintaining a current and complete list of all active volunteers and their assignments.

Adoption date: May 18, 2016

HEWLETT-WOODMERE PUBLIC SCHOOLS

Volunteer Application

Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Availability

During which hours are you available for volunteer assignments?

___ Weekday mornings	___ Weekend mornings
___ Weekday afternoons	___ Weekend afternoons
___ Weekday evenings	___ Weekend evenings

Volunteer Activity

Have you ever been fingerprinted by a school district or BOCES? Yes_____ No_ _____

Criminal Affidavit:

I hereby represent to the Hewlett-Woodmere School District that (check one or more):

____A. I have no criminal history.

____B. I have been convicted of a crime.

____C. I have a pending criminal charge.

If my answer to (b) is in the affirmative, I hereby provide the following details explaining my answer (include, at a minimum, the date(s) of your convictions(s) and/or charges(s); for what crime(s) you were convicted or charged; the jurisdiction(s) by which you were convicted or charged; and whether you have been issued a certificate of relief from disabilities or a certificate of good conduct with regard to any of the conviction(s):

_____

_____

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

Signature of staff member supervising volunteer_____Date:_____

Signature of Building Principal or Designee:_____ Date: _____