



Volunteer Application for the _____ School Year

Volunteering for: _____ Building(s) _____
(Ex: presenter, classroom helper, etc.)

Are you a parent or guardian for a child in the Onteora Central School District? ___ Yes ___ No
If yes, please list your student's name and the teacher's name:

_____ Student _____ Teacher

If you do not have a student currently enrolled in the district, please list the name of organization you are volunteering with: _____.

Have you ever been fingerprinted to work or volunteer in a school district? ___ Yes ___ No

Personal Information

(Please provide a photo identification with application)

Name: _____
Last First Middle

Mailing Address: _____

Residence Address: _____

Telephone Number: _____

In case of emergency, contact:

Name: _____ Relationship: _____ Phone: _____

Reminder: You must always disclose criminal information.

Have you ever been convicted of a drug or sexual related offense or an act of violence? ___ Yes ___ No

Have you ever been listed on a sex offender registry, in New York State or any other jurisdiction? ___ Yes ___ No

If yes to any of the above, please explain the type(s) of offense(s), location(s) and date(s) in the space below.
(Attach an additional sheet if necessary)

Any applicant on an active "Wanted List" (sex offender, terrorist list, etc.) **WILL NOT BE ALLOWED TO VOLUNTEER.**

Dates	Name of Agency	Type of Experience	# of Years	Reference/Phone #

Optional Statement/Additional Information

Please read carefully before signing and read attached Board of Education policy and regulation:

Volunteers must be supervised by a teacher or administrator while working with students. Volunteers working with students for over 30 hours need to be fingerprinted as per New York State regulations.

Onteora Central School District is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, the presence of a non-job-related medical condition of handicap, or other legally protected status. Any concerns regarding discrimination should be directed to the District's Title IX Compliance Officer or to the US Department of Education, Office of Civil Rights.

I affirm that all the information I have provided on this application is true and complete to the best of my knowledge. I understand that Onteora Central School District reserves the right to verify all information on this form and that any false statements or failure to disclose infringement may be sufficient to disqualify me as a volunteer. I hereby authorize the district to obtain information relating to my current and/or previous employment, education, and personal history.

Signature Date

FOR OFFICIAL USE ONLY:

Notes: _____

Principal's Approval:

Principal's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

SCHOOL VOLUNTEERS

The Board recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The Board encourages volunteers from all backgrounds and age groups who are willing to share their time, training, experience or personal characteristics to benefit the students of the district. The purpose of the volunteer program will be to:

- a) Strengthen school/community relations through positive participation.
- b) Assist employees in providing more individualization and enrichment of instruction;
- c) Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;

Volunteers are persons who are willing to donate their time and energies to assist Principals, teachers, and other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the District's insurance program.

Volunteers shall not be used to provide transportation for school-sponsored activities.

Volunteers shall not be left alone with students.

No volunteer shall be permitted to have unsupervised direct contact with students.

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.

School volunteers may not access student personally identifiable information, except if permitted under policy 7240, Student Records.

An application shall be filled out by each prospective volunteer and forwarded to the District Office for evaluation. The Building Principal will forward their decisions concerning selection, placement and replacement of volunteers to the Superintendent for final evaluation. Following approval from the Superintendent of Schools, volunteers selected for work in the District shall be placed on the list of approved volunteers, subject to approval by the Board of Education. Each Building Principal shall be responsible for maintaining a current and complete list of all active volunteers.

Administrative regulations will be developed to implement the terms of this policy.

Volunteer Protection Act of 1997, 42 United States Code (USC) Section 14501 et seq.; Education Law Sections 3023 and 3028; Public Officers Law Section 18; NOTE: Refer also to Policy #6540 – Defense and Indemnification of Board Members and Employees; Policy 7240

Adopted: 2/20/20

ONTEORA CENTRAL SCHOOL DISTRICT

PO Box 300 · Boiceville, NY 12412

Regulation Number: 3160R

Date: 09/26/2023

VOLUNTEERS ADMINISTRATIVE REGULATIONS

Annually an application shall be filled out by each prospective volunteer and returned to the principal of the building in which they seek approval to volunteer. The applicant must fully complete and sign their application.

The principal shall check to insure the application is complete. The principal shall approve or not approve the volunteer. If approved, the application shall be forwarded to the Superintendent for evaluation and approval.

The Superintendent retains the right to approve or reject any volunteer applications submitted for consideration. Following approval from the Superintendent of Schools, volunteer applicant shall be placed on a Board Agenda for Board Approval.

Once Board approved, the applicant shall be placed on the list of approved volunteers. However, the Superintendent retains the right to reconsider approval or rejection of any approved volunteers.