



Clifford Wise Intermediate Middle School Application and Instructions for Adult Volunteers

Thank you for choosing to volunteer at Wise Middle School. We welcome you and appreciate your willingness to help. To ensure the safety of our students, we ask that you follow the directions below. This screening process is not only prudent but an effective safety net for all our students. All volunteers must complete the screening process BEFORE volunteering in our schools or on field trips.

***Adult volunteers (guardians, relative and caregivers) work in their child's classroom, help out with special events and/or teacher needs. They also help out with school events and attend field trips.

1. Volunteer Application (page 1)

- a. Complete all contact information.
- b. Write in Students' names, grade level and teacher
- c. Select which activities you are willing to assist with
- d. Sign and date at the bottom.

2. Disclosure Form (page 2)

- a. Answer all questions
- b. If you answered "Yes" to any question, a written explanation is required; attach separate sheet to back

3. Volunteer Rules, Requirements and Agreement (Pages 3 & 4)

- a. Carefully read through agreement
- b. Sign and date (2nd page)

4. Copy of Photo ID Needed:

- a. Valid driver's license, state identification card or passport (photo ID must include birth date.) The adult's name will be screened through the Raptor system.

-----> **Return entire packet to the Main Office.**

This includes the Volunteer application, disclosure form (along with any written explanations), Volunteer Agreement and copy of a valid photo ID. Incomplete application packets will not be processed and will be returned to the school.



Clifford Wise Intermediate Middle School
Application for Adult Volunteers

Office Use 2019-2020

___ Prn ___ Rapt ___ File

Parent/Relative/Caregiver of student

Name: _____ M/F Date: _____

Address: _____ Date of Birth: _____

City: _____ Zip: _____ Phone Number: _____

Email Address: _____

List Student nam(s) with grade level and teacher's name:

Student: _____ Grade: _____ Teacher: _____

Student: _____ Grade: _____ Teacher: _____

Student: _____ Grade: _____ Teacher: _____

Student: _____ Grade: _____ Teacher: _____

Any specific days of the week or hours that you are available?

Please check each activity that you are willing to assist with. Your child's teacher will contact you to inform you that we need volunteers and to see if you are available:

Field Trips

Classroom support

Signature: _____ **Date:** _____

Please return entire application packet to the Main Office.



Clifford Wise Intermediate Middle School
Adult Volunteer Disclosure Form

In order to strive for the safest educational environment for all of our students, we require that this form be completed by all volunteers. The District will scan the volunteer's name through the district used Raptor program. Please note that failure to provide complete and accurate information may be grounds for denial of your application to serve as a volunteer.

The term "convicted" means all adverse dispositions, including, but not limited to, a finding of guilty, a plea of guilty or nolo contendere, a stipulation to the facts, or a deferred or suspended sentence.

Name: _____ **Phone:** _____

1. Are you presently charged with, but not convicted of, a crime? A pending criminal charge will not necessarily bar you from volunteering in the District. If ye, attach an explanation of the nature of the charge, place, date and court.
_____ no _____ yes
2. Have you ever been convicted of a crime? A conviction record will not necessarily bar you from Volunteering in the District. If yes, attach an explanation of the nature of the crime, place, date, court and final disposition. You need not list traffic violations for which a fine or forfeiture of less than \$300 was imposed.
_____ no _____ yes
3. Have there ever been any findings against you in any civil adjudications involving domestic abuse, sexual abuse, neglect, or exploitation or financial exploitation of a child or vulnerable adult? Civil adjudications include a final agency finding that the applicant did not appeal or a judicial or administrative proceedings that affirms an agency finding or results in a finding. If yes, attach a detailed explanation.
_____ no _____ yes
4. Have you ever been convicted of any crime involving the manufacture, delivery or possession with intent to manufacture or deliver a controlled substance? If yes, attach a detailed explanation.
_____ no _____ yes

I, _____, **certify that the foregoing is true and correct. I understand that any falsification or deliberate misrepresentation, including omission of a material fact, or failure to complete any part of this application or this disclosure form can be grounds for denial of volunteer service.**

Signature: _____ Date: _____



Clifford Wise Intermediate Middle School
Adult Volunteer Rules, Requirements, and Agreements

Volunteers agree and commit to do the following:

- Follow district/school policies and procedures
- Comply with all directives of school administrators and staff
- Report any student health or safety concerns to school administrators before leaving that day
- Engage in positive and supportive relationships with students
- Respect culture, religion, and lifestyle diversity
- Be respectful of teachers'/coaches' time constraints and their authority
- Respect students' dignity
- Be positive role models
- Be good listeners, patient, flexible, and nurturing
- Be non-judgemental and allow students to make mistakes
- Separate personal goals from those of the students
- Respect the confidentiality of students and staff
- Ask for help when needed and follow the directions of school staff
- Support, not replace, the role of parents or guardians
- Remain calm, cool, and collected in frustrating and stressful situations
- Reinforce students' successes
- Overcome setbacks or disappointments
- Be reliable, prompt, and dependable
- Conform to federal and state laws prohibiting discrimination on the basis of race, color, national origin, sex or disability

Volunteers will NOT engage in any of the following while volunteering:

- Share information about students, except with appropriate school personnel
- Recommend or recruit students for non school-sponsored activities
- Express, promote, or share personal agendas (e.g., religious or political) during volunteering
- Meet with a student outside of school and/or school sponsored activities or when directed not to do so
- Make contact with students outside of school, via phone, email, or any social networks
- Use cell phones or cameras to photograph or make videos of students
- Violate school policies and procedures or directives of school employees
- Engage in any illegal activities while volunteering
- Miss a scheduled meeting/appointments unless impossible to keep and then will give as much notice as possible.