



Volunteer Work: \_\_\_\_\_ School/Program Location: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_ Telephone No. (\_\_\_\_)\_\_\_\_ - \_\_\_\_  
Street City State Zip

Personal references (minimum of two non-family member required) **OR PRIOR APPROVAL BY \_\_\_\_\_ SCHOOL.**

	<u>Name</u>	<u>Phone Number</u>	<u>Email Address</u>
1.	_____	_____	_____
2.	_____	_____	_____

- What days and times will you be available to volunteer? \_\_\_\_\_
- Do you have any physical, mental, or medical impairment or disability that would substantially limit your performance as a volunteer?  
 yes (please explain) \_\_\_\_\_  
 no
- Were you ever convicted of a felony?  yes  no (if yes, explain) \_\_\_\_\_
- Were you ever convicted of a misdemeanor?  yes  no (if yes, explain) \_\_\_\_\_

Previous volunteer work/experience:

1. Organization \_\_\_\_\_ supervisor \_\_\_\_\_ telephone # \_\_\_\_\_ duties \_\_\_\_\_
2. Organization \_\_\_\_\_ supervisor \_\_\_\_\_ telephone # \_\_\_\_\_ duties \_\_\_\_\_

To the best of my knowledge, all of the information on this form is true and correct. **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Completed Application Form submitted to appropriate School/Program Supervising Administrator for review**

_____(Supervising Administrator Initials upon initial approval)		<i>(shaded area for office use)</i>	
Completed by administrator:	Volunteer activity is:	<input type="checkbox"/> Tier 2	<input type="checkbox"/> Tier 3
All Volunteer files are maintained by the Supervising Administrator. Copies of all volunteer applications must be sent to the KCSD personnel office			
Year 2 RENEWAL: 20_	-20	Volunteer initials _____	Administrators initials _____
Year 3 RENEWAL: 20_	-20	Volunteer initials _____	Administrators initials _____
Year 4 RENEWAL: 20_	-20	Volunteer initials _____	Administrators initials _____
Year 5 RENEWAL: 20_	-20	Volunteer initials _____	Administrators initials _____

*A volunteer is defined as one who voluntary offers service to the school district without compensation and has direct contact with students*



## **Volunteer Agreement and Expectations**

As a Kingston City School District volunteer, I agree to:

- perform the duties assigned to me in accordance with District policies and procedures;
- demonstrate conduct in a professional manner, to promote the education and interests of the students and the reputation of the Kingston City School District;
- not disclose any confidential information or materials that I may have access to as a result of my volunteer assignment;
- use discretion in appearance and dress appropriately;
- not use tobacco and alcohol when volunteering;
- review required annual board of education policy notifications to all staff (found on district website);
- avoid being alone with students;
- refrain from any physical interaction with students;
- not leave any children unsupervised;
- sign in and out of the building when volunteering;
- wear a volunteer badge when volunteering.
- comply with most current CDC and Department of Health guidelines for COVID-19

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Original Copy – Volunteer File (sent to personnel office)

Copy – Volunteer

Copy – Supervising Administrator

- **Tier 1**-Someone who volunteers occasionally and in a highly public setting with little or no contact with students and who are under constant supervision by KCSD personnel will not be required to complete a volunteer application. A volunteer fitting this example might be someone working at a school field day or fundraising event or someone working in the concession stand or making an occasional classroom visit.
- **Tier 2**-Regular volunteers during the typical school day/academic setting with student contact under constant supervision of KCSD personnel must complete the volunteer application and agreement & expectations for volunteers forms. A volunteer fitting this example might include a room parent, class readers, front office volunteers and single day field trip chaperones.
- **Tier 3**- Regular volunteers outside the typical school/academic setting with student contact under the direct supervision of KCSD personnel must complete the volunteer application and agreement & expectations for volunteers forms and have a background check performed by the district. A volunteer fitting this example might include assisting with extra, co-curricular clubs/activities and athletics on a regular basis and any overnight field trips.