

Authorization to Provide One-Time or Occasional Volunteer Services



Volunteers and chaperones over the age of 18 must complete a "One-Time or Occasional Volunteer Services Form". Forms must be submitted for approval 2 weeks prior to date of services or field trip. Once approved, volunteers/chaperones must sign in and out of the school office and wear a volunteer pass throughout the duration of services. Volunteers acting as a chaperone on a school-sponsored field trip must do so with the understanding that they will supervise students under the direction of the Supervising Teacher. **Chaperones on a school field trip requiring transportation by school bus must ride the bus to and from school with students and Supervising Teacher.**

Volunteer Information:

Name: _____
(LAST) (FIRST) (MI)

Address: _____
(STREET) (CITY) (ZIP)

Telephone No: (_____) _____ Date of Birth: _____

Name of Student(s) at school: _____

Relationship to Student(s): _____

Have you ever been convicted of a felony? Yes ☐ (If yes, please explain) No ☐

One-time or Occasional Volunteer Services (not to exceed 4 weeks):

Volunteer Service Start Date: _____ **- End Date:** _____ **Total # of Days:** _____

Or Frequency (circle): Weekly Bi-Weekly Mon. Tues. Wed. Thu. Fri.

Describe services to be provided:

Supervision:

Volunteer services will be supervised by:

(PRINTED NAME)

(POSITION)

Approval:

Megan's Law Verification: ☐

(SIGNATURE OF ADMINISTRATOR/DESIGNEE)

(DATE)