Michigan City Area Schools
Opportunity ★ Excellence ★ Pride

Form #516a
Rev. 4/25

Volunteer Application and Consent Form

Thank you for your willingness to serve as a volunteer for the Michigan City Area Schools. As a volunteer, you are making an important commitment. Please remember that even though you are not being compensated for your work, our staff will be depending on you. We appreciate you!

Date: _____

School/Location where you wish to volunteer: _____

Ms. Mrs. Mr. _____
Last Name First Name Middle Initial

Address: _____
Street City State Zip

Phone: _____

Email Address: _____

In case of emergency notify: _____
Name Relationship Phone

Have you ever been convicted of a felony? Y ◯ N ◯ If yes, explain: _____
_____

I have read and understand Michigan City Area Schools' Determination List for Volunteers. I agree to conform to the school district's rules and regulations. I have made complete and correct answers/statements on this application.

Additionally, I hereby authorize Michigan City Area Schools to conduct a police record inquiry to determine my acceptability as an MCAS volunteer.

Signature: _____

Printed Name:_____

Date of Birth: _____

Parent Signature: _____
(for volunteers under the age of 18)

Date: _____

THANK YOU!

Please submit this application at the school where you will be volunteering.
Please allow two weeks for processing.

Contact the school where you will be volunteering to check the status of your application.

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Volunteer Status Determination List

Michigan City Area Schools administration will utilize the following guidelines for determining the volunteer status of individuals who seek to assist the schools in such capabilities as the following: student tutoring, attending and chaperoning school field trips and/or extracurricular activities, driving students to events, attending lunch of classroom parties, providing classroom assistance, or assisting with other school-conducted activities that might place the volunteer candidate in direct or indirect supervision or an assistant role with students.

Volunteer assistance status levels include the following determinations and their definition:

Full Participatory Status: This level indicates that no restrictions or precautions need to be in place for the volunteer. Either no felony offenses are present on the criminal history report or the offense and/or the time of commission is considered to be significantly in the past or of no concern at this time.

Denied Participatory Status: Criminal convictions are present on the legal report, and they are deemed serious or recent enough that it is necessary to fully restrict the applicant from assisting the school with any student activities.

VOLUNTEER/VISITOR STATUS DETERMINATION*

Volunteers are approved for three years. After the three-year period, you must complete a new Volunteer Application and Consent form.

- No felony convictions
- No battery convictions
- No sexual offenses
- No crimes against children
- No pending cases for disqualifying felonies
- No open warrants or arrests with pending adjudication
    - Denial until final determination is made upon court findings

VOLUNTEER GUIDELINES

- Your main concern while engaged in school activities should be the safety and education of all students.
- You must not give students medication.
- You must not discuss individual students' grades, records, or abilities.
- You may not supervise a classroom or discipline students. These are the responsibilities of the teacher and school.
- You will be assigned only to staff members and/or students requesting help.
- You should set a good example for students by your manner, appearance and behavior.
- Your volunteer involvement is limited to the school site, during school hours, and at school-sponsored activities.
- You must report to the main office upon arrival and wear a visitor badge when helping with school activities.

***All denied candidates may file a written appeal with the HR department by contacting hr@mcas.k12.in.us.** The superintendent will examine the appeal, criminal history report, and initial determination and make a final determination regarding the candidate's volunteer status. Appeal candidates will receive by mail and email the superintendent's decision. The superintendent's decision is final.