OTSEGO PUBLIC SCHOOLS
Expect Excellence

Criminal Record Check & History Affidavit
Volunteer Services

Please note: The signed affidavit must be turned in to the school office at least 7 days prior to the volunteer event date.

A copy of your identification must be provided with the signed application

If you have more than one student or students in more than one building, you only need to submit one form per year for the District. One form will cover all students and buildings.
Background checks are good for one year (**365 days**) from the last submitted application.

Full Legal Name: _____

Other/Former Names: _____

Date of Birth:_____ **Phone Number:** _____ **Gender:** Male / Female

Race: American Indian / Black / White / Asian or Pacific Islander / Other / Choose not to disclose

Building Assignment: Alamo Elementary / Dix Street Elementary / Washington StreetElementary / Middle School / High School

Volunteer Assignment:_____

Otsego Public Schools requires all volunteers to have a Michigan State Police Internet Criminal History Access Tool (I-CHAT) screening every year. All results will remain confidential and will only be used by OPS administration to determine if you have been convicted of an offense that would otherwise prohibit you from volunteering with our District. Incidents up to 20 years ago will be printed on the report. To avoid delays in processing, be certain to list all offenses at this time. Failure to disclose convictions could result in the inability to provide volunteer services.

☐ I HAVE NOT been convicted of or pled guilty or no contest to any crimes (misdemeanors or felonies)

☐ I HAVE been convicted of or pled guilty or no contest to misdemeanors or felonies

☐ I have PENDING charges against me

List any misdemeanors or felonies you have been convicted of, pled guilty or no contest to:

_____

List any pending charges against you:

_____

Have you ever been convicted of any of the following crimes?
Criminal sexual conduct in any degree, assault with intent to commit sexual conduct in any degree, felonious assault on a child, child abuse in any degree, attempt to commit child abuse in any degree, cruelty, torture or indecent exposure involving a child?

☐ Yes ☐ No

Have you ever been convicted of delivering or distributing controlled substances to a minor or to a student on or within 500 feet of school property or of possessing controlled substances on school property in violation of section 7410 of the public health code?

☐ Yes ☐ No

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Authorization and Release

I understand and agree that:
Otsego Public Schools will conduct a criminal background check against my records using the MI State Police ICHAT

I will abide by all Board policies and administrative guidelines while on duty for the Otsego Public Schools District, including the Tobacco- Free Schools Act prohibiting the use of tobacco products at all times in all buildings and grounds.

As a volunteer I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I understand that, although I am covered under the Districts liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers compensation. Should I become ill or suffer an accident while volunteering, I agree that I shall be responsible for any and all hospital and medical charges that may occur.

Transportation for field trips and extracurricular activities are sometimes provided by volunteers in private cars. The District provides liability coverage for employees but no insurance or liability coverage for the ownership, maintenance, operational expenses or any injury or damages to people or property that may occur in any manner from the use of non-school vehicles. Drivers under the age of 18 cannot serve as volunteer drivers for school related functions.

Michigan law prohibits a school district from employing or allowing to serve as a volunteer, in any capacity, a person convicted of a listed offense. Listed offenses, as well as other information on this legislation, may be found on the Michigan government website: www.michigan.gov . In addition, the law further requires school districts to dismiss any employee or volunteer who is listed on the sex offenders' registry. If you have been convicted of a felony other than a listed offense or an offense which requires your name to be listed on the sex offenders' registry, you will be immediately dismissed.

I release the Otsego Public Schools District, its Board of Education, individual Board of Education Members, employees and agents, and the entities to which criminal history record information is released, to the maximum extent permitted by law. Also from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

Signature of Volunteer: _____ Date: _____

Signature of District Witness: _____ Date: _____

For Office Use Only
I Chat completed on _____ by_____

Criminal Record Located: Yes / No Added to Volunteer List: Yes / No

If a criminal record was located the following restrictions apply (Circle all that apply)

- ☐ May not transport students
- ☐ May only supervisor own students
- ☐ Volunteer request is denied
- ☐ No restrictions
- ☐ Other:

Approved by: _____