Rye Neck Schools

Dear Volunteer,

In order to better inform our volunteers of district practices and policies, and to protect the safety and security of our students, the Board of Education has instituted the policy on volunteers in our schools (Policy 4532) which can be found on the district website. As part of this, all Rye Neck volunteers will be required to complete a volunteer application form. We recognize the importance of the community-school partnership and believe these steps will both strengthen our volunteer program and further our continuing efforts to provide a safe environment for our students.

Your completed volunteer application form must be on file before you can begin volunteer activities for the 2026-2027 school year. You only need to complete just **one** form regardless of the number of children you have in the district or the number of schools in which you plan to volunteer. As many of you did last year, simply return your form to any principal's office or directly to my office. Volunteer information will be kept **confidential**, with forms being maintained only in the central office and **shredded** at the end of each school year. Building principals will be provided with a listing of volunteers and only volunteers from the approved list will be used.

In an effort to ensure that you, students and staff have a positive experience, please follow these guidelines when volunteering:

- Treat everything you see or hear regarding students or staff as confidential.
- Never be alone with students or use student bathroom facilities.
- Review the emergency drill procedures for the buildings in which you volunteer.
- Treat all members of our school community with respect.
- Sign in and out at the school office and wear your volunteer badge at all times while in the building.
- Always consult with the staff member you are volunteering with before initiating an activity.

Applications can be completed now for next year's volunteer service. The Volunteer Application has been updated to include a Hold Harmless Agreement which is required by our insurance carrier. Please take a few moments to complete the attached application and return it to the central office. Forms may be completed and returned anytime during the year, but know that applications will have to be reviewed before individuals will be allowed to participate. Thank you for your time and commitment as a Rye Neck volunteer.

Sincerely,
Michael Burke
Superintendent of Schools

Rye Neck Schools

RYE NECK SCHOOLS VOLUNTEER APPLICATION

INFORMATION ABOUT YOU

Name:_____ Date:_____

Address:_____ Phone:_____

Student Name(s):_____

_____

In case of emergency notify:_____

I will be volunteering at the following school(s)_____

_____

Briefly state why you want to volunteer:_____

_____

List any skills, talents, interests, hobbies, community activities, work or professional experience you would be willing to share with our district:

_____

Have you ever been convicted of, or pleaded no contest to, a crime, other than a minor traffic violation?

Yes☐ **No**☐

HOLD HARMLESS AGREEMENT - VOLUNTEERS

_____does covenant and agree to hold harmless the Rye Neck
(Name of Individual)
Union Free School District, its' Board & employees from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of Rye Neck Union Free School District property, facilities and/or services, while volunteering for an event at the Rye Neck UFSD.

_____ understands and agrees that his/her use of Rye Neck
(Name of Individual)
Union Free School District's property and facilities includes, but is not limited to, all areas where volunteering at the Rye Neck UFSD, sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to and/or connected with said use of the premises (hereinafter referred to as "incidental areas").

VOLUNTEER , HOLD HARMLESS AGREEMENT AND AUTHORIZATION

Volunteer candidates must meet the highest standard of conduct because of the district's responsibilities for those in its care. This information is to be used only to assist us in determining qualifications for a position as a volunteer. I agree to conform to the district's rules and regulations to the best of my ability.

Signature of Applicant:_____ **Date:**_____