

Background Questions:

1. Do you have any physical, mental, or memory impairments or disabilities that would substantially limit your performance as a volunteer?

Yes (please explain) _____
 No

2. Were you ever convicted of a felony?

Yes (please explain) _____
 No

3. Were you ever convicted of a misdemeanor?

Yes (please explain) _____
 No

Certification of Accuracy

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

AUTHORIZATION

I HEREBY AUTHORIZE YOU TO MAKE ANY INVESTIGATION OF MY PERSONAL HISTORY, AND EMPLOYMENT RECORD. I WAIVE MY RIGHT OF ACCESS TO ANY INFORMATION PROVIDED BY ANY REFERENCES OR OTHER SOURCES IN THE PROCESS OF INVESTIGATING MY PERSONAL BACKGROUND AND WORK RECORD.

Signature of Applicant _____ Date _____

AFFIRMATION

Inaccurate information and/or accompanying documents may result in disqualification from volunteering.

I declare and affirm that the information provided in this application and any accompanying documents are true, complete and correct.

Signature of Applicant _____ Date _____

Tier 1 (DO NOT NEED TO COMPLETE APPLICATION, COMPLETE VOLUNTEER AGREEMENT)-Someone who volunteers occasionally and in a highly public setting with little or no contact with students and who is under constant supervision by Catskill CSD personnel will not be required to complete a volunteer application, although they will need to sign the school's volunteer agreement and expectations form. 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 (COMPLETE APPLICATION, VOLUNTEER AGREEMENT, BOE APPROVAL)-Regular volunteers during the typical school day/academic setting with student contact under constant supervision of CCSD personnel must complete a volunteer application and agreement acknowledging district expectations for volunteers. A volunteer fitting this example might include a room parent, class readers, front office volunteers, assisting with extra, co-curricular clubs/activities and athletics that meet regularly. Copies of all volunteer applications must be sent to the personnel office. Tier 2 volunteers must be approved by the Board of Education. However, the Superintendent, or his/her designee, may grant emergency approval for volunteers, pending future board approval. Tier 3 volunteers must have a background check done.

The Catskill Central School District does not discriminate on the basis of age, race, color, religion, creed, national origin, marital status, veteran status, gender or disability in its educational programs, activities, and employment practices. Inquiries regarding this policy of equal opportunity should be referred to the Superintendent.

Volunteer Agreements and Expectations

As a Catskill Central School District Volunteer, I agree to:

- perform the duties assigned to me in accordance with District Policies and Procedures;
- follow the reasonable directives of Catskill Central School District employees;
- conduct myself in a professional manner, to promote the education and interest of the students and the reputation of the Catskill Central School District;
- treat all students, staff, and community members with respect;
- not disclose any personally identifiable information or confidential information or materials that I may have access to as a result of my volunteer assignment;
- use discretion in my appearance and dress appropriately;
- adhere to the District's Code of Conduct;
- avoid being alone with students;
- refrain from any physical interaction with students;
- refrain from any communication outside my volunteer activity unless I have a previous relationship with such student(s);
- not leave any children unsupervised;
- sign-in and sign-out of the building when volunteering; and
- wear a volunteer badge when volunteering.

I understand and recognize that the Catskill Central School District may remove me as a volunteer at any time and solely at its own discretion.

Print Name: _____

Signature: _____ Date: _____

Original Copy: Volunteer File (HR Office)

Copy: Volunteer

Building Administrator

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