

HARTFORD SCHOOL DISTRICT
APPLICATION - SCHOOL VOLUNTEER

Name: _____ **Date of Application:** _____

Mailing Address: _____

Physical Address: _____

Telephone: (home) _____ (business) _____

E-mail Address: _____

Last 4 digits of Social Security Number: _____

Date of Birth: _____

Place of Birth:

City

State

Country

Emergency Contact Person: _____ **Telephone:** _____

School Volunteering in: _____

Times Available to Volunteer

I may be available to volunteer in the schools: _____ one hour or more each week
_____ about an hour or two each month
_____ occasionally, for special projects

The best days and times for me to volunteer are:

Talents and interests that I would like to share include:

Listed below are some examples of areas where volunteers are needed in the Hartford Schools. Individual teachers or schools may have other opportunities not listed here.

- reading with individual students or small groups of students.
- helping with special art/music projects.
- tutoring students in special topics.
- coaching students in research and writing skills.
- chaperoning field trips or dances.
- presenting about a hobby, travel, career or other special topic.
- assisting in the office with mailings, typing, copying, etc.
- general assistance in the school.

Policy Guidelines for Volunteers

Confidentiality

Information about students, a student’s family and school staff is confidential. Volunteers have a duty to protect the privacy of others by not repeating stories, gossip or other personal information to their friends, neighbors or family members. Absolutely no personal information - including name, age, personal characteristics, disability, school performance or conduct - regarding any student may be shared with anyone outside of the school. If the volunteer has a concern about a student or particular situation, the volunteer should discuss these issues in private with the classroom teacher or appropriate school staff.

Discipline and Supervision

School employees have the responsibility to maintain order and protect people in the school setting. Employees work within a framework of clear rules and punishments and cannot use physical means to control a situation except in extreme cases. Volunteers must get help from school staff whenever there is a need to discipline student(s).

Student Safety and Security

The safety and well-being of our children is a priority. A Vermont fingerprint supported criminal records check is required of any volunteer who will spend any time with a student/s without the direct supervision of a school employee.

All volunteers will have their name and date of birth run through the Vermont Online Sex Abuse Registry and will have a Department of Child and Families Background Check completed. Depending on the results of any of the record checks, a volunteer applicant may be rejected and not allowed to volunteer in any Hartford School or program.

I have read and understand the confidentiality and discipline policy included in this application. The facts set forth in this application are true and complete. I understand that misleading statements and/or false information will disqualify me from volunteering for the Hartford School District. I understand that the school district’s administration will use its discretion in determining who will be approved to serve as a volunteer, that all volunteers serve at the will of the Hartford School District and that the District may terminate my ability to volunteer at any time.

Signature of Volunteer

Date

Please return your completed application to the building principal or Program Administrator.

Administrator Action (Building Principal, District Administrator only)

_____ This applicant will never have unsupervised contact with children or children in our care therefore a Vermont Fingerprint Supported Record Check is not required.

_____ This applicant might have unsupervised time with a child or children in our care and will be required to have a Vermont Fingerprint Supported Background Check completed.

Signature of Administrator

Date

Central Office Use Only

Vermont Online Sex Abuse Registry Check Date/Results:

DCF Child/Adult Record Check Results:

Vermont VCIC Fingerprint Results: