



Oak Orchard Primary School

Application & Instructions for Adult Volunteers

Thank you for choosing to volunteer at Oak Orchard Primary School. We welcome you and appreciate your willingness to help. To ensure the safety of our students, we ask that you follow the directions below. This screening process is not only prudent but an effective safety net for all our students. All volunteers must complete the screening process BEFORE volunteering in our schools or on field trips.

***Adult volunteers (guardians, relatives and caregivers) work in their child's classroom, help out with special events and/or teacher needs. They also help out with school events and attend field trips.

1. Volunteer Application (page 1)

- a. Complete all contact information
- b. Write in students' names, grade level and teacher
- c. Select which activities you are willing to assist with
- d. Sign and date at bottom.

2. Disclosure Form (page 2)

- a. Answer all questions
- b. If you answered 'Yes' to any questions, a written explanation is required; attach separate sheet to back

3. Volunteer Rules, Requirements and Agreement (pages 3 & 4)

- a. Carefully read through agreement
- b. Sign and date (2nd page)

4. Copy of Photo ID needed:

- a. Valid Driver's license, State Identification card or Passport (photo ID must include birth date). The adult's name will be screened through the Raptor system.

→ Return entire packet to the Main Office

This includes the Volunteer application, disclosure form (along with any written explanations), Volunteer Agreement and copy of a valid photo ID. Incomplete application packets will not be processed and will be returned to the school.

Thank You!



Oak Orchard Primary School Volunteer Application

Office Use: 2022-2023

___ Prn ___ Rapt ___ File

PARENT/RELATIVE/CAREGIVER of student

NAME: _____ M / F DATE: _____

ADDRESS: _____ DATE OF BIRTH: _____

CITY: _____ ZIP CODE: _____ HOME PHONE: (____) _____

CELL PHONE: (____) _____ E-MAIL ADDRESS: _____

List student name(s) with grade level and teacher's name:

Student: _____ Grade: _____ Teacher: _____

Student: _____ Grade: _____ Teacher: _____

Student: _____ Grade: _____ Teacher: _____

Any specific days of the week or hours that you are available?

I understand that all volunteering relationships established through Oak Orchard Primary School take place with student(s) on the school campus during school hours or at other school authorized activities ONLY. I understand that volunteering is a privilege, not a right, and the District may, in its sole discretion, decide to discontinue any volunteer participation at any time and for any reason, with or without notice or warning. All information in this application is accurate to the best of my knowledge. I have completed and signed the attached Disclosure form and the Volunteer Agreement.

Signature: _____ Date: _____

Please return the entire application packet to the Main Office.



Oak Orchard Primary School Adult Volunteer Disclosure Form

In order to strive for the safest educational environment for all of our students, we require that this form be completed by all volunteers. The District will scan the volunteer's name through the district used Raptor program. Please note that failure to provide complete and accurate information may be grounds for denial of your application to serve as a volunteer.

The term "convicted" means all adverse dispositions, including, but not limited to, a finding of guilty, a plea of guilty or nolo contendere, a stipulation to the facts, or a deferred or suspended sentence.

Name: _____ Telephone: _____

1. Are you presently charged with, but not convicted of, a crime? A pending criminal charge will not necessarily bar you from volunteering in the District. If yes, attach an explanation of the nature of the charge, place, date, and court.

☐ NO ☐ YES

2. Have you ever been convicted of a crime? A conviction record will not necessarily bar you from volunteering in the District. If yes, attach an explanation of the nature of the crime, place, date, court, and final disposition. You need not list traffic violations for which a fine or forfeiture of less than \$300 was imposed.

☐ NO ☐ YES

3. Have there ever been any findings against you in any civil adjudications involving domestic violence, abuse, sexual abuse, neglect, or exploitation or financial exploitation of a child or vulnerable adult? Civil adjudications include a final agency finding that the applicant did not appeal or a judicial or administrative proceeding that affirms an agency finding or results in a finding. If yes, attach a detailed explanation.

☐ NO ☐ YES

4. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance? If yes, attach a detailed explanation.

☐ NO ☐ YES

I, _____, certify that the foregoing is true and correct. I understand the any falsification or deliberate misrepresentation, including omission of a material fact, or failure to complete any part of this application or this disclosure form can be grounds for denial of volunteer service.

Signature: _____ Date: _____



Oak Orchard Primary School

Adult Volunteer Rules, Requirements, and Agreement

Volunteers agree and commit to do the following:

- follow district/school policies and procedures
- comply with all directives of school administrators and staff
- report any student health or safety concerns to school administrators before leaving the school that day
- engage in positive and supportive relationships with students
- respect culture, religion, and lifestyle diversity
- be respectful of teachers'/coaches' time constraints and their authority
- respect students' dignity
- be positive role models
- be good listeners, patient, flexible, and nurturing
- be non-judgmental and allow students to make mistakes
- separate personal goals from those of the students
- respect the confidentiality of students and staff
- ask for help when needed and follow directions of school staff
- support, not replace, the role of parents or guardians
- remain calm, cool, and collected in frustrating and stressful situations
- reinforce students' successes
- overcome setbacks or disappointments
- be reliable, prompt, and dependable
- conform to federal and state laws prohibiting discrimination on the basis of race, color, national origin, sex or disability

Volunteers will NOT engage in any of the following while volunteering:

- share information about students, except with appropriate school personnel
- recommend or recruit students for non school-sponsored activities
- express, promote, or share personal agendas (e.g., religious or political) during their volunteer experience
- meet with students outside of school and/or school sponsored activities or when directed not to do so
- make contact with students outside of school, via phone, email, or any social networks.
- use cell phones or cameras to photograph or make videos of students
- violate school policies and procedures or directives of school employees
- engage in any illegal activity while volunteering
- miss scheduled meetings/appointments unless impossible to keep and then will give as much notice as possible



Oak Orchard Primary School Adult Volunteer Rules, Requirements, and Agreement

- ☐ I understand that all volunteering relationships established through the District Programs take place with the students on the school campus, during school hours or at other school authorized activities ONLY.
- ☐ I also understand that the Medina Central School District policy with regard to sexual harassment, bullying, drugs and alcohol, and weapons. I understand that engaging in any of the prohibited conduct outlined above, or violating any laws or District policies or procedures, will immediately disqualify me from volunteering in any District schools, programs, and/or events.
- ☐ I understand that I cannot recruit or recommend students for non-school sponsored activities, and I cannot express or share personal (e.g., religious or political) agendas with students.
- ☐ I understand that volunteering is a privilege, not a right, and that the District may, in its sole discretion, decide to discontinue any volunteer participation at any time and for any reason or no reason, with or without notice or warning.
- ☐ I have read and agree with the above Oak Orchard Primary School Volunteer Rules, Requirements and Agreement and have received a copy for my records.
- ☐ I understand that no photographs, video or audio recordings may be taken while I am volunteering. I will not post anything to social media regarding my volunteer experience.
- ☐ I have included a copy of valid photo ID including name and birth date (driver's license or passport)

Name: (please print legibly) _____

Signature: _____ Date: _____

***Signatures are required on all three forms –*

1. Application, 2. Volunteer disclosure form, 3. Volunteer agreement.

Please return ALL three forms to the main office. Thank you!