

**PHOENIX ELEMENTARY SCHOOL DISTRICT NO. 1
VOLUNTEER APPLICATION FORM**

Please complete this form and return it to School Secretary. IF ANY OF THE INFORMATION CHANGES during the school year, a new form should be filled out and forwarded to Personnel Services without delay.

Mr. Mrs. Miss _____ Date: _____

At _____ School Grade: _____ Room #: _____

Your current address: _____ City: _____ Zip Code: _____

Telephone #: (_____) _____ (Your own, or one where you can be reached/receive a message after volunteer hours.)

Names and grade level of any of your child(ren) attending school, if any:

Who referred you for volunteering: _____ Phone #: _____

Emergency Contact: _____ Emergency Phone #: _____

CONVICTION REPORT:

Because of the tremendous responsibility the District has to its school children and community and the many recent incidents regarding crimes relating to children, the following information is needed from all volunteers regarding convictions:

1. Have you ever been convicted of a minor offense other than traffic violation(s)?
Yes _____ No _____
2. Have you ever been charged with or convicted of a felony?
Yes _____ No _____
3. Have you ever been convicted of a sex or drug-related offense?
Yes _____ No _____
4. Have you ever been convicted of a dangerous crime against children as defined in A.R.S. 13-604.01
Yes _____ No _____

VOLUNTEER PERSONNEL MUST BE FINGERPRINTED AS SPECIFIED IN ARS 15-512. YOU MUST CONTACT HUMAN RESOURCES TO ARRANGE FOR FINGERPRINTING. The District will pay for the cost of fingerprinting.

Signature: _____

I have read and agree to adhere to the Volunteer Policies on the reverse side of this form. I have been fingerprinted, and affirm that all personal information given by me is true. I also agree to hold the District harmless of any and all liability associated with my volunteering.

VOLUNTEER POLICIES

Please review the following policies. An administrator must review and sign form prior to volunteer reporting.

SUPERVISION:

Volunteers work under the direct supervision of the professional staff at each school. They work only with those teachers or staff members who have requested the services of a volunteer. It is the responsibility of the school principal or supervising teacher to dismiss a volunteer whose actions are not in the best interest of the school or our students.

DISCIPLINING STUDENTS:

Students rarely have behavior problems while working with volunteers. However, it is important for you to know that our schools have discipline plans and that the responsibility for discipline rests with the teacher. Volunteers ***may not*** discipline students. Please make the teacher aware of any behavior problem that might arise when you are working with a student.

CONFIDENTIALITY:

As a volunteer, you will learn a great deal about our programs and students. Volunteers enjoy sharing their experiences with friends and family. However, it is extremely important that you do not discuss the progress, test grades, behavior, or problems of individual students. The school staff must be able to depend on you to keep this information confidential.

DISMISSAL OF STUDENTS:

Volunteers may ***never*** dismiss a student from school. Children who need to leave school early must have permission from the school office. ***Under no*** circumstances may a volunteer take a student off campus. Volunteers ***may not*** transport students for any reason.

CONTACTING STUDENTS:

As a school volunteer, you will meet many delightful students. We know that you will enjoy working with them! However, volunteers may not telephone students or visit them at their homes. Volunteers may not make arrangements to meet students off campus, nor may students be invited to the volunteer's home.

RESTROOMS:

Staff restrooms are available for volunteers. We ask that volunteers not use student's restrooms.

WORKMAN'S COMPENSATION/DISTRICT INSURANCE INFORMATION:

A volunteer worker is not covered by workman's compensation (accident insurance) or the District medical insurance. If the volunteer worker had an accident on the job, the Districts workman's compensation policy will not apply.

ELECTRONIC INFORMATION:

Agree to follow the policy for using the District's Electronic Information System. (IJNDB)

DISTRICT POLICY:

Volunteers shall abide by all Governing Board policies while on district campus, including but not limited to reframing from any harassing, intimidating, or discrimination behavior.