



## FORMS

# BOARD POLICY 1240 Community Relations/Volunteers

### 1) Application for Volunteers

- Completed by all volunteers; A, B, C and D (including supervisory)
- Reviewed, approved and filed by Administrator, A, B & C volunteers
- Category D is forwarded to District Office/Human Resources for Criminal Background check. Must have authorized District Office Administrator's signature before volunteer serves in Category D capacity

### 2) Volunteer Orientation and Agreement

- Completed by all volunteers
- A, B & C filed at school site
- Category D forwarded to Department of Human Resources with Application for Volunteers and Criminal History Declaration

### 3) Criminal History Declaration

- I & II Completed by all volunteers; filed at school site
- III Completed by Category D volunteers; copy forwarded to Department of Human Resources with Application for Volunteers and Volunteer Orientation and Agreement

### 4) Volunteer emergency Information

Completed by volunteers who:

- Are regularly on school site
- Participate in overnight excursions
- Returned to Principal
- Maintained in secure confidential file at school site

\*Forms 1, 2, and 3 above must be received by Human Resources before criminal background check, including fingerprinting, is initiated.