

VOLUNTEER ORIENTATION and AGREEMENT

FRONT

Name of Volunteer: _____ Phone Number: _____

School of Assignment: _____ Volunteer Assignment: _____

Volunteer Email Address: _____

REFERENCES

Most Recent Employer

Name of employer: _____ Phone: _____

What were the employee's basic job duties: _____

Second Most Recent Employer

Name of employer: _____ Phone: _____

What were the employee's basic job duties: _____

VOLUNTEER AGREEMENT

By signing this document, I hereby agree to conform to all applicable laws, rules, and WCSD policies. I understand that in the course of volunteering, I may be dealing with confidential information, and I agree to keep said information in the strictest confidence. I will follow the supervision and direction of the teacher or administrator to whom I have been assigned. Failure to do so may result in the school discontinuing my services.

I hereby authorize the District to conduct Utah State required reference checks on my previous employers (if applicable) and permit my previous employers to release information regarding my performance, dates of employment, history, and disciplinary action. I understand that the school district will maintain and continuously monitor background records until such time as I notify them that I am no longer a volunteer. I also understand that I should bring a signed copy of this document to the district office at the time I am fingerprinted.

Volunteer's Signature

Date

circle one
YES NO

Will this volunteer have significant unsupervised access to students?

If the volunteer answered yes, they must submit to a background check with the district office. The volunteer should go to <https://wcsdfingerprints.youcanbook.me/> to schedule an appointment.

circle one
YES NO

If the volunteer will have significant unsupervised access to students, have they had paid employment that required them to directly care for, supervise, control, or have custody of a child in the last 3 years?

If the volunteer answered yes, school administrators must verify volunteer references by contacting the volunteer's most recent supervisor and asking the following questions:

1. Was the employee reliable?
2. Was the employee's work satisfactory?
3. Was disciplinary action ever taken against the employee for the physical or sexual abuse of a child?
4. Would you rehire this person?

TO BE FILLED OUT BY VOLUNTEER

TO BE FILLED OUT BY ADMINISTRATOR

VOLUNTEER ORIENTATION and AGREEMENT

BACK

REFERENCES

Most Recent Employer

Date(s) contacted or Attempted to Contact

1st Attempt

2nd Attempt

3rd Attempt

If the attempt to contact was successful,
list the name of the supervisor contacted: _____

Were the responses
satisfactory? _____

circle one
YES NO

Second most Recent Employer

Date(s) contacted or Attempted to Contact

1st Attempt

2nd Attempt

3rd Attempt

If the attempt to contact was successful,
list the name of the supervisor contacted: _____

Were the responses
satisfactory? _____

circle one
YES NO

ADMINISTRATIVE APPROVAL

By signing this document, I hereby acknowledge that the volunteer has submitted to a background check (if applicable) that the volunteer's references have been verified (if applicable), and that the following school policies have been briefly reviewed:

Dress code, telephone use, parking, teacher's lounge, liability coverage, sign in/identification, absence procedures, custodial services, acceptable internet use, emergency procedures, student records/privacy, etc.

I also understand that a copy of this form should be maintained at my school or location.

Administrator's Signature

Date

TO BE FILLED OUT BY ADMINISTRATOR

Cc: Volunteer
School Volunteer Files