



SHAWNEE LOCAL SCHOOLS

VOLUNTEER REGISTRATION PACKET

Dear Prospective Volunteer:

Thank you for your interest in becoming a volunteer for the Shawnee Local School District. We recognize that many of our programs and activities can be enhanced through the use of volunteers. The particular knowledge or skills of volunteers can be helpful to members of the professional staff responsible for conducting school programs and activities. We want to make it as easy as possible for you to volunteer, but some paperwork is necessary for your own protection and for the protection of our students. All Shawnee School District volunteers (as well as employees) undergo background checks as a routine procedure for safety and security. **Volunteer background checks completed at the District Central Office will be paid for by the District.** The District covered cost of the background check ranges from \$26 - \$50. The expectation of the volunteer after this service is to complete the assigned task.

Volunteer background checks completed outside of the District Central Office will be at the expense of the volunteer. All background checks must be completed through a WebCheck agency that utilizes The Ohio Attorney General's Bureau of Criminal Investigation (BCI). Background checks can be completed Monday - Friday 7 a.m. - 3 p.m. Call 419-998-8031 to schedule an appointment.

All volunteers must abide by all Board policies and District guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law). The policies and guidelines are on the District website. If you have any questions about the policies and guidelines, you should ask an administrator in the building where you perform volunteer activities.

All volunteers will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accidents that may occur while you are serving as a volunteer, nor would you be eligible for worker's compensation.

The forms attached will provide us with the information we need in order for you to begin your volunteer work with Shawnee Local School District. All applications must have a signature from a principal/director indicating approval.

Please remember that you must complete ALL screening and/or training requirements BEFORE you can become a volunteer. Shawnee Local School District has the right to deny your request to volunteer or discontinue at the discretion of the activity's supervisor and/or administration.

Volunteer Classifications

In Shawnee Local School District there are two (2) classifications of volunteers:

A. **Category I Volunteers** will be under the direct or indirect supervision of a staff member. Category I volunteers must complete the following:

1. Volunteer Registration Packet (to be kept on file)
2. Satisfactory BCI criminal record check
3. Board approval

B. **Category II Athletic Volunteers** may be directly responsible for students. Category II volunteers must complete the following:

1. Volunteer Registration Packet (to be kept on file)
2. Satisfactory BCI and FBI criminal record check
3. Must obtain a Pupil Activity Permit issued by the State Board of Education under division (A) and (B) of Section 3319.303 of the Ohio Revised Code.
4. Board approval



VOLUNTEER ENROLLMENT FORM

Thank you for your interest in Shawnee Local School District. We hope you will find your volunteer work a satisfying and rewarding experience. Please complete the following information and submit your enrollment request form to the building principal, athletic director or staff member in the area in which you wish to volunteer. A staff member will confirm your volunteer approval once all steps have been completed and Board approval obtained.

Name: _____

Address: _____

Phone: _____

Email: _____

I am applying to be a:

☐ Category I Volunteer

☐ Category II Volunteer

I have completed the following:

Category I Volunteer:

- ☐ Enrollment Form/Application
- ☐ BCI Background check
- ☐ Board Approval

Category II Volunteer:

- ☐ Enrollment Form/Application
- ☐ BCI & FBI Background check
- ☐ Pupil Activity Permit
- ☐ Board Approval

Volunteer Name: _____

I am applying to volunteer at (select all that apply):

☐ Elmwood Primary
Please describe volunteer activity: _____

☐ Maplewood Intermediate
Please describe volunteer activity: _____

☐ Shawnee Middle School
☐ Athletic Program ☐ Music Program ☐ Other (please describe) _____

☐ Shawnee High School
☐ Athletic Program ☐ Music Program ☐ Other (please describe) _____

I have read, understand and will abide by the expectations of a volunteer at Shawnee Local School District.

Signature

Date

Signature Principal/Director

Date

Office Use:

Supervisor: _____ Eval. Date: _____ Volunteer Dates: _____

Board Approval Date: _____ BCI Return: _____ FBI Return: _____

Approval notification and copy of application to building/department: _____