



# VIROQUA AREA SCHOOLS

## VOLUNTEER REGISTRATION FORM Disclosure of Pending Criminal Charges/Conviction Record

I volunteer my services and agree to follow the directions of the teacher or supervisor in charge of the activity I will follow all School District rules and policies while serving as a volunteer.

The tremendous responsibility that Viroqua Area Schools has to its school children and community necessitates that all volunteers complete a disclosure statement. Prior to your volunteer service, please provide all the information requested. Volunteers will be required to complete a new registration form every three years.

Name \_\_\_\_\_  
First Middle Initial Last

Aliases/Maiden Name/Other Names Used:

1) \_\_\_\_\_ 2) \_\_\_\_\_  
Name When used Name When used

Current Address City State Zip Dates at this Address

Previous Address City State Zip Dates at this Address

Date of Birth \_\_\_\_\_ (Required)

Phone \_\_\_\_\_ Email Address \_\_\_\_\_  
(please print)

Emergency Contact: \_\_\_\_\_  
Name Phone Relationship

Do you have a child(ren) in our schools? \_\_\_\_YES \_\_\_\_NO

If yes, child(ren)'s name and school:

_____	_____
_____	_____
_____	_____
_____	_____

Activity(ies) requesting to participate in:

_____
_____

Please complete the following information and certify with your signature on the back of this form.  
Your signature and the date of your signature are a requirement.

**MUST SIGN & DATE ON BACK OF FORM**

**Have you ever been convicted\* of a felony, misdemeanor, or other offense, or are criminal charges pending\*\* against you (other than a minor traffic violation)?**

\_\_\_\_\_ **No** \_\_\_\_\_ **Yes**

If **yes**, fill in the information below and attach a letter of explanation. If you have more than two convictions or pending charges, list them on a separate sheet.

1. Conviction/Pending Charge		Date of Conviction	Court of Conviction
City	State	Amount of Fine	Length of Jail Term
Remarks:		Length and Terms of Probation:	

2. Conviction/Pending Charge		Date of Conviction	Court of Conviction
City	State	Amount of Fine	Length of Jail Term
Remarks:		Length and Terms of Probation:	

Volunteers also must supplement this form by reporting any convictions or pending criminal charges that occur after this form is completed. **Criminal charges that are pending or a record of conviction are not an absolute bar to volunteer service. However, any omission, false answer, or false statement by you on this disclosure form, or on any supplement, will be grounds for refusal to allow you to volunteer in our district.**

I certify that my answers and statements in this disclosure are true and correct without omission of any kind. I agree to abide by the rules of serving as a volunteer for the Viroqua Area Schools. This background check is good for three (3) years from the date of my signature below.

\_\_\_\_\_  
**Signature of Volunteer**

\_\_\_\_\_  
**Date**

\*Conviction means the final judgment of a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere (no contest), in any state or federal court of competent jurisdiction in a criminal case regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment, which has been expunged, pardoned, reversed, set aside, or otherwise rendered invalid.

\*\* You are not required to provide information about an arrest, which did not lead to pending criminal charges.

\_\_\_\_\_  
Approval of District Administrator

\_\_\_\_\_  
Date