



Dear Potential Pecatonica Area Schools Volunteer and Field Trip Chaperone:

The safety and well-being of our students and staff is of paramount importance. Therefore, all adults who routinely volunteer or visit for educational purposes, attend field trips, could have access to confidential student information and/or unsupervised contact with students, and therefore will be subject to a Wisconsin criminal background check. An individual shall not be allowed to volunteer in the schools until his/her current status is evaluated by the building principal. This comprehensive process has been adjusted to comply with the 2018 School Safety Grants from the Wisconsin Department of Justice.

Attached you will find the form for the Pecatonica Area Schools Volunteer Agreement and Background Check Information. All adults who participate in day activities, new and returning, are asked to complete this form annually.

Please complete only one form, even if you intend to volunteer in the elementary school building and middle/high school building. Return the form to the building where you think you will do the most volunteering. You will only be contacted if your approval to volunteer is denied.

If you are approved, your name will be added to a list that will be available to all staff members in the district. All staff members will then use this list to choose approved volunteers for all of their activities and field trips.

Please contact the building principal with any questions concerning their school's volunteer program or this background check.

Thank you for your work with and for the children of Pecatonica Area Schools.

Dr. Jill Underly, Superintendent, 523-4285

Paul Manriquez, MS/HS Principal, 523-4285

Sara Latimer, Elementary School Principal, 967-2372

"No act of kindness, no matter how small, is ever wasted."

Aesop

District Office: 704 Cross Street, Blanchardville, WI 53516 • p: 608.523.4248 • f: 608.523.4286

Middle and High Schools: 704 Cross Street, Blanchardville, WI 53516 • p: 608.967.2123

Elementary School: 701 School Road, Hollandale, WI 53544 • p: 608.967.2372

www.pecatonica.k12.wi.us



Name _____ Birth Date _____

Previous Name(s) or Maiden Name _____

Address _____

Phone Number (daytime) _____ (evening) _____

Email Address _____

To ensure the safety and well-being of our students and staff, the Pecatonica Area Schools conducts criminal background checks on all of its employees and volunteers prior to the start of employment or volunteer service. The checks are done through the following websites: <http://offender.doc.state.wi.us/public/> and <http://wcca.wicourts.gov/index.xsl>.

I, as an adult participating in day activities, volunteering or working in Pecatonica Area Schools, understand and agree that:

- **Pecatonica Area Schools will complete a criminal background check on me. I understand that my status as a volunteer is contingent on a satisfactory outcome of this search.**
- The position is, as stated, on a volunteer basis, which inherent in its meaning entitles me to no pay or wages for my service from the Pecatonica Area Schools.
- I am expected to follow the rules of behavior that are expected of other staff as set by the professional agreement. I further understand the relationship between volunteers and Pecatonica Area Schools is an "at will" agreement and can be terminated without notice at any time by either the school district or the volunteer.
- In the course of volunteering, I may be dealing with confidential information and I agree to keep said information in the strictest confidence.

I certify that I have read the above and that the information I have given on this form is true and complete without omissions of any kind.

Volunteer's Signature: _____ Date: _____

For Office Use Only APPROVED NOT APPROVED

Principal's Signature: _____ Date: _____

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