

COLUMBIANA EXEMPTED VILLAGE SCHOOLS

MEMORANDUM OF VOLUNTEER APPOINTMENT

Must also complete and submit Memo of Volunteer Release form

NAME OF APPOINTEE _____

ADDRESS _____

PHONE NUMBER _____

EFFECTIVE SCHOOL YEAR OF APPOINTMENT _____

DUTIES OF VOLUNTEER _____

CERTIFICATION OF VOLUNTEER: As a Volunteer I hereby agree to abide by and maintain the rules and regulations adopted by the Columbiana Exempted Village Schools Board of Education for the government of the schools of said District.

I understand that BCI&I and FBI fingerprinting background checks will be required of those volunteers who have "unsupervised access" to a child on a "regular basis." (ORC 109.575)

SIGNATURE OF VOLUNTEER _____

(Signature indicates agreement with "Certification of Volunteer" above)

SIGNATURE DATE _____

FOR OFFICE USE ONLY

SIGNATURE OF HEAD COACH _____

(Recommendation for assistant coaching positions only)

SIGNATURE ATHLETIC DIRECTOR _____

(Recommendation for athletic positions only)

SIGNATURE OF APPOINTING OFFICIAL _____

(Building principals are designated with authority to appoint volunteers)

APPOINTMENT CONFIRMED _____

(Superintendent of Schools' signature confirms appointment)

Approved by Board of Education _____

(Board Meeting date)

cc: Original to Treasurer's Office Volunteer
Building Principal



Columbiana

EXEMPTED VILLAGE SCHOOLS
COLUMBIANA, OHIO 44408

MEMO OF VOLUNTEER APPOINTMENT RELEASE

To be completed and attached to Memorandum of Volunteer Appointment

I have offered my services as a volunteer to help the School District in the following areas:

I agree to abide by all relevant Board policies and administrative guidelines while on duty for the District (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 – see below). I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers' compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I understand further that, as a volunteer, I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I further release the Board of Education from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

All volunteers need to display appropriate behavior at all times. In accordance with R.C. 109.575, all volunteers who work or apply to work unsupervised with children on a regular basis will be required to provide a set of fingerprints so that a criminal records check can be conducted. A criminal records check must be conducted and will be done as a condition of initial or continued service as a volunteer. If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any of the offenses described in R.C. 109.572(A)(1), the volunteer will be informed of the Board's actions in accordance with Policy 4120.09.

DUTY TO MAINTAIN CONFIDENTIALITY OF STUDENT RECORDS AND INFORMATION

The District is committed to maintaining the security and confidentiality of all student records and/or student personally identifiable information. As an approved volunteer in the District, you may have access to student records and/or student personally identifiable information that must be maintained as confidential and not released and/or permitted access to except as authorized by Board policy and law. Violations of this duty may result in a reassignment and/or restriction of your volunteer responsibilities by the building principal or designee.

Volunteers must comply with the following:

- All student records are considered confidential and may not be left in a place where they can be viewed by others.
- Directory information including the student's name, address, telephone number, date and place of birth, major field of study, participation in officially-recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and previous educational agencies or institutions attended, can only be shared with administrative approval.
- Copies of records may only be shared with administrative approval.
- Volunteers may not discuss or repeat information overheard while in the staff lounges, classrooms, offices, school grounds, hallways, school or extra-curricular activities.
- Volunteers may not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher or the building principal.
- Concerns or questions regarding student records or issues of confidentiality should be brought to the attention of the staff member responsible for supervising your activities and/or the building principal.
- Any knowledge of a violation of these provisions must be immediately reported to the staff member responsible for supervising your activities and/or the building principal.

By signing below you acknowledge that you have read and understood, and agree to comply with the terms and conditions set forth above.

Volunteer's Signature

Date

District Administrator Signature

Date