

# Volunteer Application



## Volunteer Checklist

All Bright Futures Trenton Volunteers who have the potential for any one-to-one contact and/or relationship with Trenton R-9 students will need to do the following:

- \_\_\_ Volunteer Application complete – bi-annually
- \_\_\_ Background check complete- bi-annually (online) [Click Here](#)
- \_\_\_ Video training complete (Smarter Adults Safer Children)- annually (offered in a group or online)
- \_\_\_ Volunteer guideline training complete with District Administration – bi-annually (online video)

Examples of volunteers that would need to complete the volunteer checklist include, but are not limited to:

- Lunch Buddies
- Blue Light Special Volunteers
- Mentors
- After school program volunteers

# Volunteer Application



**Personal Information:**

\_\_\_\_\_

*Last Name, First and Middle Initial*

\_\_\_\_\_

*Maiden or Alias Names* *Date of Birth*

\_\_\_\_\_

*Street Address, City and Zip*

\_\_\_\_\_

*Daytime Phone* *Evening Phone* *Cell Phone*

\_\_\_\_\_

*Preferred Email Address*

**Personal Reference:** Please provide name, address, and telephone numbers of people that have known you for at least one year. These references cannot be a relative or live in the same household. Please include complete address with zip code and phone number.

	Reference 1	Reference 2	Reference 3
<i>Name</i>			
<i>Street Address</i>			
<i>City, State, Zip</i>			
<i>Phone Number</i>			

Have you ever been arrested or convicted of a crime?  Yes  No If so, please explain and provide when.

How did you hear about the mentoring program?

**Emergency Contact Information:**

\_\_\_\_\_

*Name, phone number, & relationship of a person to contact in case of emergency*

# Volunteer Application



Do you have any medical conditions that the school or the mentor program should be aware of in case of an emergency?  Yes  No If so, please explain.

Please list areas of previous and/or current volunteer activities.

**I certify that all statements contained herein are true and complete whether made by me or others at my request. I also understand that I must complete a background check.**

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*Signature*

*Date*

This form will be used to help make an appropriate mentoring match. Please respond to the following questions:

Do you have a special interest, hobby, talent, or skill that you would like to share with a child? If so, please explain.

What do you hope to give and/or gain from your volunteer relationship?

Volunteer Position I am interest in:

Lunch Buddy

Rissler  TMS

Blue Light Special

Preschool  Rissler Elementary  TMS

Other \_\_\_\_\_

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## GUIDELINES FOR SCHOOL VOLUNTEERS TRENTON R-9 SCHOOL DISTRICT

### Definition

*Volunteer* -- Any parent or person in the community who provides uncompensated service to the district. As used in this procedure, a "volunteer" does not include students participating in a district-sponsored program, such as tutoring or acting as an office or teaching assistant.

### All Volunteers

Volunteering in the district is a privilege, not a right. The Board, superintendent, principal or designee may decline or terminate the services of a volunteer for any legal reason.

All volunteers must receive training appropriate to the function they will serve while volunteering. If a volunteer is disruptive or acts inappropriately around the students, the teacher or principal will refuse the volunteer's services and notify the superintendent or designee immediately.

Volunteers will provide support services but are not substitutes for the professional staff. Volunteers will work under the direction and supervision of district and building staff.

All volunteers will be given a copy of the following rules:

1. Volunteers must follow the same dress code applicable to students.
2. Volunteers will not lend money or bring gifts other than stickers and greeting cards to individual students unless authorized by the building principal or designee.
3. Volunteers will not transport students.
4. Volunteers will keep all information about students confidential.
5. Volunteers will not photograph or videotape students unless authorized by the building principal or designee.
6. Volunteers will not date students, have sexual relationships with students or arrange to meet students outside the regular school day or during school-sponsored events or activities.
7. Volunteers will not dress students, change diapers, provide personal hygiene assistance or supply medication to students.
8. Volunteers will use universal precautions to avoid contact with body fluids.
9. Volunteers will receive district policies and procedures on computer use and will sign an authorized user form prior to having access to the district's computers.

# Volunteer Application



10. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with district policy.
11. Volunteers will not search students or student property.
12. Volunteers will not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment. If the volunteer believes a student's clothing is disruptive or promotes disruptive behavior, the volunteer will contact a staff member immediately.
13. Volunteers must sign in and out of the office when entering or leaving the school and must document the hours volunteered in the school.
14. Volunteers must report suspected cases of abuse or neglect to the building principal.
15. Volunteers will follow all the policies, procedures and other rules established in the district and all applicable laws.

**"I have read and understand the guidelines for serving as a volunteer for the Trenton R-9 School District."**

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*Signature*

*Date*