



Enid Public Schools

VIP: Volunteers in Public Schools

2023-24

For the staff members of EPS, the safety of our students is priority number one. We know that our volunteers feel the same way. Thank you in advance for your cooperation with the **VIP** screening process, which allows us to provide our students with the safest and most secure learning environment possible.

Last Name	First Name	Middle Initial	Date of Birth
Home Phone	Cell Phone	Email	
Address		City/State/Zip	

Volunteer Category

☐ Parent ☐ Community Member ☐ Business Partner ☐ PTA ☐ Booster Club

School Preference (Please select all that apply.)

☐ Adams ☐ Coolidge ☐ Eisenhower ☐ Garfield ☐ Glenwood
☐ Hayes ☐ Hoover ☐ McKinley ☐ Monroe ☐ Prairie View ☐ Taft ☐ Any Elementary
☐ Emerson MS ☐ Longfellow MS ☐ Waller MS ☐ Any Middle School
☐ Enid HS ☐ Lincoln Academy ☐ Carver Early Childhood Center

Teacher(s) Requested:

Volunteer Responsibility (Please select all that apply.)

<input type="checkbox"/> Classroom Reader	<input type="checkbox"/> One-on-one/small group tutoring
<input type="checkbox"/> Classroom Assistant	<input type="checkbox"/> Reading with elementary children
<input type="checkbox"/> Fieldtrip Chaperone	<input type="checkbox"/> Mentoring
<input type="checkbox"/> Workroom	<input type="checkbox"/> Clerical Assistant
<input type="checkbox"/> Library Assistant	<input type="checkbox"/> Other:

Subject of Interest: ☐ Reading ☐ Math ☐ Other:

Would you be interested in volunteering on an "as-needed" basis?
(fieldtrips, one-time activities, testing monitors, special projects, etc.) ☐ YES ☐ NO

Availability (Please select all that apply.)

Days of the Week M ☐ T ☐ W ☐ Th ☐ F ☐ Mornings ☐ Afternoons ☐
☐ Before or ☐ After School Specific Time, if applicable:

Other Information

Are you bilingual? ☐ YES ☐ NO If so, what language(s)?

Volunteer Background Questionnaire

Student and staff safety is of paramount concern to EPS and its Board of Education. Please respond to the following questions truthfully and honestly. Thank you.

Have you ever:

1. Entered a plea of guilty or no contest to a state or federal felony charge? ☐ YES ☐ NO
2. Been convicted of a state or federal felony offense? ☐ YES ☐ NO
3. Been charged with a state or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or no contest? ☐ YES ☐ NO
4. Entered a plea of guilty or no contest to, or been convicted of, a state or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? ☐ YES ☐ NO

Volunteer Background Report Authorization and Release

1. I understand that it is my responsibility to notify EPS immediately if there is any change in my above responses. I also understand that my volunteer status is temporary until a background check is satisfactorily completed by the district. Additionally, I agree to complete this form annually.
2. I understand that EPS may conduct inquiries into my background, including a criminal history check. I voluntarily authorize, only to the extent necessary, EPS to complete the background check using the Enid Police Department and/or other government agencies or ACCUFAX, a private company contracted by the district for employee background checks. I release EPS, or any company or organization contracted, from any liability for conducting such background checks. I authorize EPS to obtain one or more background checks now or in the future, should they deem it appropriate.
3. I understand that I can be accepted or denied as a volunteer with EPS. I understand that it is the policy of EPS to deny volunteer opportunities for individuals who have been convicted of any violent crime against any person and/or who could be a threat to the safety of students and staff.
4. I am offering my services to EPS without compensation and without any rights to health benefits in case of injury.
5. I affirm that my responses are true, complete and correct to the best of my knowledge and are made in good faith. Refusal to sign and return or giving misinformation on any required form will result in disqualification from consideration.

Signature: _____ Date: _____

Please return this completed form to your school principal or to the Communications Department, located at the Administrative Services Center, 500 S. Independence, Enid, OK, 73701. You may begin your volunteer assignment following (1) the completion of an orientation session and (2) the approval of your building principal. If there are any problems with your application, Jane Johnson, HR & Communications Director, will notify you as soon as possible.

The information in this application is private and will be shared only with the HR & Communications Director and the appropriate school principal. Contact information may also be provided to appropriate teachers and the school counselor. Thank you for your patience throughout this important process. We are extremely grateful for your time. If you have any questions or comments, please contact Jane Johnson at (580) 366.7012 or jmjohnson@enidk12.org

The Enid Public School system does not discriminate on the basis of race, color, sex/gender, age, national origin, alienage, handicap, or veteran status. Inquiries concerning application of this policy may be referred to Enid Public Schools, Melissa Graddick, 500 S. Independence, Enid, OK 73701 – (580) 366.7000