Caroline County Public Schools

Volunteer Application Form

Please check one or both of the following statements:

❑ **I plan to volunteer for one-day events as a Tier I volunteer***
Examples: Field Trip Chaperone, Dance Chaperone, Field Day, Book Fair, Concessions

❑ **I plan to volunteer for overnight trips or on a regular, recurring basis as a Tier II volunteer.****
Examples: Overnight Field Trips, Classroom Assistant, Coach, Mentor, Tutor

Personal Information:

Date of Application: _____ Email Address: _____

First Name: _____ Middle Name: _____ Last Name: _____

Any previous names known by, including maiden name: _____

Physical Street Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone (H): _____ Phone (W): _____ Phone (C): _____

Information on Your Children (if attending CCPS)

Child's Name	School Name	Grade Level	Teacher

Acknowledgement of Volunteer Responsibilities

I accept the following responsibilities as a volunteer for Caroline County Public Schools:

- I will participate in orientation/volunteer training either online or face-to-face, or any other meeting required by the individual school at which I plan to volunteer if requested.
- I will notify the school's volunteer event coordinator, or administrator as much in advance as possible if I must be absent from a scheduled commitment with children.
- To the best of my knowledge, I have no physical or mental disability which prevents my working with children.
- I will abide by all school rules and Board of Education policies which are applicable to me.
- I read, understand, and accept the procedures written in the Volunteer Handbook.

Signature: _____ Date: _____

* Tier I: Any individual on the National Sex Offender Registry in not eligible for inclusion in the volunteer program. The registry will be checked at least annually for all Tier I volunteers.

** Tier II: Fingerprinting is required for all Tier II volunteers. The current cost, as of August 2022, is $31.25.

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Background Check Agreement: (Tier I and II)
It is the procedure of Caroline County Public Schools to require all volunteers to complete this Disclosure Statement. Subsequently, Caroline County Public Schools will complete a criminal record check through public records including case search, and the National Sex Offender Registry for all Tier I volunteers. Tier II applicants will be subject to a full and complete criminal background check.

Date of Birth: ___/___/____ Driver's License Number: _____ Issuing State: _____

Disclosure Questions: (Tier I and II)
Have you ever been convicted of, received probation before judgment, received a not-criminally-responsible disposition or are you currently the subject of any pending criminal charges for felonies, misdemeanors, and/or ordinance violations other than minor traffic violations?

❑ Yes ❑No

Have you ever been convicted of, received probation before judgment, received a not-criminally-responsible disposition or are you currently the subject of any pending charges involving sexual molestation, physical or sexual abuse, or rape of a child.

❑ Yes ❑No

If you answered yes to either of the above questions, please provide more information below including the date, location, and nature and circumstance of the offense:

I authorize Caroline County Public Schools to review my personal background (Tier I and II) and conduct a full and complete criminal background check (Tier II), if required. I understand that any misrepresentation on this statement may result in immediate disqualification for any volunteer service within the school district. I understand Caroline County Public Schools will verify any information I have provided above. I hereby release Caroline County Public Schools, it Board and its agents, as well as all providers of information, from any liability related to furnishing and receiving information related to arrests and convictions.

Signature: _____Date: _____

Please return the completed form in person to the school office.

For School Use Only:

Name of school where application was received: _____

This applicant has my approval to be a ❑Tier I ❑Tier II volunteer in the above-named school.

Signature of principal/designee: _____ Date: _____

Student Services Use Only: (Tier II applicants only)

❑Approval for Tier II Date Results Rcvd: _____ Approved by: _____