

## Garrison Public Schools Volunteer Agreement

<b>Name of Volunteer:</b>	
<b>Email Account:</b>	
<b>Phone Number:</b>	<b>School (s):</b>

### Volunteer Screening

All potential volunteers for Garrison Public Schools must submit an online background check prior to volunteering. Volunteers who will be working unsupervised with students or in high-risk positions shall also undergo a fingerprint-based background check prior to volunteering. The Human Resources Department will provide information to potential Volunteers on both types of background checks.

Methods used to screen volunteers shall in no way discriminate against any minority group.

### Adjudication

The Superintendent or designee shall adjudicate final volunteer applicants' criminal history records and shall make final determinations about suitability for service with the District. The District is not obligated to utilize the services of any final applicant who, in the adjudicator's judgment, exhibits qualities inconsistent with the district's mission; is potentially disruptive to district operations; or, potentially threatening to district safety.

Final volunteer applicants shall be disqualified for service for at least the following reasons:

- 1) The Volunteer has committed a felony, sexual offense (as defined by NDCC 15.1-13-26), crime against a child (as defined by NDCC 15.1-13-26), or any other offense involving a child victim.
- 2) The Volunteer falsified or omitted information submitted during the application process, including, but not limited to, information concerning criminal convictions or pending criminal charges.

### Final Applicant Rights

Records obtained by the District for background and other record checks will be used solely for purposes that they were requested and will only be disseminated and retained in accordance with the Garrison Public Schools records retention policy. The adjudicator shall advise applicants that the procedure for obtaining, correcting, or updating federal records is contained in 28 CFR 16.34 and shall give the applicant a reasonable time to correct and/or complete his/her criminal history record or decline to do so before making a determination on qualification for service.

(Initials) I have read, understand, and will abide by the guidelines set forth in the Garrison Public Schools Volunteer Handbook.

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**School Official Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*A signed copy of this agreement shall be retained by the Business Manager and the Building Site.