

**BARTLESVILLE PUBLIC SCHOOLS
VOLUNTEER INQUIRY RECORD**

PLEASE PRINT

Date of Inquiry: _____

Volunteer's Name: _____

Address: _____ City: _____ Zip: _____

Gender: M / F DOB: _____ Ethnicity: _____

Telephone: Home _____ Cell _____ Work _____

Email: _____ Employer: _____

How do you prefer to be contacted? ☐ Phone ☐ Email

How did you hear about the volunteer opportunity?

☐ Web site ☐ Presentation _____

☐ Brochure ☐ Media (TV, Radio, Newspaper, Billboard)

☐ School Staff ☐ School Board Member ☐ Other Volunteer ☐ Neighbor/Friend ☐ Relative

☐ Workplace Partner ☐ Service/Community Organization ☐ Faith-Based Organization

Preferred Volunteer Opportunity: ☐ Tutor ☐ Lunch Buddy/mentor ☐ Reading Buddy

☐ One-to-One mentor through Big Brothers Big Sisters ☐ Test Monitor ☐ Other

Preferred Location: ☐ Hoover ☐ Jane Phillips ☐ Kane ☐ Ranch Heights

☐ Wayside ☐ Wilson ☐ Central ☐ Madison ☐ Bartlesville High School

Availability: ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri | ☐ anytime ☐ morning ☐ afternoon

According to Board policy, it is the responsibility of the Bartlesville Board of Education to seek only those volunteers who are qualified in every respect. The Board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of volunteers. Therefore, it is the policy of this Board of Education to require a signed release from all volunteers allowing a felony records check to be conducted as authorized by Oklahoma law.

Signature _____

For Office Use Only

Date	Assigned Location	Vol Opportunity	Student (if applicable)	Closed

Return to Volunteer Coordinator, Bartlesville Public Schools, 1100 SW Jennings Ave, Bartlesville, OK 74003