

**Anaconda Public
Schools
Volunteer Application
Form**

Name: _____

Phone Number: _____

Address: _____

1) Experience: Please list any previous paid/volunteer experience with students.

2) Availability: Please indicate the days & times you would be available.

3) Areas of Interest: Please list areas or activities you would be interested in being a volunteer.

Please Answer:

Have you ever pleaded guilty to, or have you ever been convicted of, any violation of criminal law, including criminal convictions resulting in a deferred sentence or a plea of nolo contendere/no contest (minor traffic offenses excepted)? Yes No

If yes, describe in full on a separate sheet and attach to this application. Answering "yes" may not prevent approval. All circumstances will be considered.

Read and Sign

I understand I will be working as a volunteer with students and know of no reason why I should not work in this capacity. I agree to fulfill the volunteer responsibilities outlined on Page 2 of this application. I affirm the information I have provided is accurate. I understand I will have to complete the fingerprint and background check per District Policy 5430 before I can be a volunteer.

Signature: _____

Date: _____

ANACONDA PUBLIC SCHOOLS – VOLUNTEER GUIDELINES

These guidelines are intended to underscore the importance of volunteers and the role they play in supporting education in the Anaconda Schools. We appreciate volunteers and the services they provide to students and staff. We are committed to doing the best we can to provide a productive and rewarding experience for all Anaconda School Volunteers.

As an Anaconda School District Volunteer, I will:

- Maintain confidentiality of sensitive information.
- Assume responsibility for familiarizing myself with & observing the rules policies and procedures of the school & district.
- Interact with all staff and students in a courteous, cordial manner and expect the same in return.
- Perform the duties and responsibilities assigned to me to the best of my ability.
- Inform my school contact if I am unable to work.

As an Anaconda School District volunteer, I agree to the following:

1. Supervision and training for my volunteer work assignment provided by designated school personnel.
2. Begin provided an assignment compatible with my skills & interests.
3. Stay informed by reading school newsletters, bulletins and/or the school website.
4. Receive feedback regarding my performance.
5. Read and follow the school's rules and policies.
6. Keep accurate records of my volunteer time and report them to the appropriate school personnel.
7. Suggest new assignments or alternative assignments as appropriate.

Administrator:

A copy of this form **MUST** be submitted to the Superintendent's office prior to volunteer participation. The fingerprint and background check **MUST** be completed prior to volunteer participation.