



## VOLUNTEER AGREEMENT BACKGROUND INFORMATION AUTHORIZATION AND RELEASE

Please check one of the options below that applies to you:

Parent/Guardian \_\_\_\_\_ Student Teacher \_\_\_\_\_ Other \_\_\_\_\_ Please explain: \_\_\_\_\_

It is **MANDATORY** to have this background check on file for any volunteering in the classroom, to include field trips. If you have filled this form out in the past with Plainfield Schools, it is not necessary to fill it out again.

STUDENT(S):	SCHOOL(S):	TEACHER(S):
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dear Volunteer:

Volunteering with the Plainfield Community School Corporation involves contact with our student population. Therefore, we request that you complete the questions below to assist us in evaluating your suitability to work with students. All volunteers must provide us with background information; you are not being singled out from other volunteers for closer inspection. Any misrepresentation or omission of facts may be grounds for disqualification from further consideration.

Conviction of a crime or any affirmative answer provided by you on this form is not an automatic ban to volunteering. Plainfield Community School Corporation will consider the nature of the conviction or alleged conduct underlying an affirmative response, the date of the alleged conduct, and your intervening conduct.

- \_\_\_\_ Yes \_\_\_\_ No A. If you are now working, is your conduct as an employee or the quality of your work the focus of any investigation by your current employer?
- \_\_\_\_ Yes \_\_\_\_ No B. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be terminated?
- \_\_\_\_ Yes \_\_\_\_ No C. Have you ever been investigated for, charged with, plead guilty, or "no contest" to any crime involving the sexual abuse of any person or indecency with a minor?
- \_\_\_\_ Yes \_\_\_\_ No D. Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation in public service, or an education program?
- \_\_\_\_ Yes \_\_\_\_ No E. Have you ever been convicted of any crime?

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
CONTACT PHONE #

\_\_\_\_\_  
DATE

If you answered yes to any of the above questions, explain the circumstances of each on a separate sheet and attach it to this volunteer application.

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### AUTHORIZATION AND RELEASE

I understand that if I am a volunteer for the Plainfield Community School Corporation, I must obtain a Limited Criminal History.

Therefore, I authorize local, state, and federal agencies to provide this information concerning the matters described herein for inspection by the school corporation. I understand that I must provide the school corporation with my legal name and date of birth so they may process my "Limited Criminal History" information.

I also understand that I may not volunteer with the school until a copy of the Limited Criminal History information has been obtained.

I EXPRESSLY WAIVE IN CONNECTION WITH ANY REQUEST FOR, OR PROVISION OF SUCH INFORMATION, ANY CLAIMS, CAUSES OR ACTIONS, INCLUDING WITHOUT LIMITATION, DEFAMATION, INFLECTION OF EMOTIONAL DISTRESS, INVASION OF PRIVACY, OR INTERFERENCE WITH CONTRACTUAL RELATIONS THAT I MIGHT OTHERWISE HAVE AGAINST THE SCHOOL CORPORATION, IT'S OFFICIALS, EMPLOYEES, TRUSTEES OR AGENTS, OR AGAINST ANY PROVIDER OF SUCH INFORMATION.

I have read this authorization and release of all claims, and I expressly agree to the terms set out herein.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
APPLICANT'S LEGAL NAME PRINTED

\_\_\_\_\_  
APPLICANT'S DATE OF BIRTH

\_\_\_\_\_  
FEMALE

\_\_\_\_\_  
MALE

#### OPTIONAL:

\_\_\_\_ AMERICAN INDIAN  
\_\_\_\_ ASIAN  
\_\_\_\_ BLACK  
\_\_\_\_ HISPANIC  
\_\_\_\_ MULTI-RACIAL  
\_\_\_\_ WHITE



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### PCSC Volunteer Confidentiality Agreement

Thank you for your willingness to volunteer your talents to help our students and our school! We certainly appreciate your time and know that our schools are better because of people like you! Please take a moment to read and sign the following confidentiality agreement to help us protect all of our students.

Again, thank you for being a PCSC school volunteer.

I, \_\_\_\_\_ (printed name), understand and agree that any and all information gained while assisting in a classroom or any other part of the school building in one or more of the PCSC schools must be held in confidence. This confidence applies not only to specific students with whom I may be involved, but to all other students who are part of the environment observed. Furthermore, any student names that may be learned as part of my work or seen as part of classroom displays or activities shall not be conveyed to any other individual at any time.

As part of volunteering with PCSC, I may be privy to certain sensitive and/or confidential information regarding the students and/or families served by PCSC. This includes, but is not limited to, any of the following: a) educational information related to students' academic performance or behavior, b) medical information, or c) other types of private or sensitive material. I understand the importance of confidentiality and respect the rights of the students, teachers, schools, and families that PCSC services.

I agree to abide by all school rules and visitation policies, including those pertinent to building security (i.e. signing in an out and wearing a name badge) so that building personnel are aware of my presence.

I agree to comply with all the requests of the classroom teacher or other school employee with whom I am working and to perform my duties so that I do not disrupt the education process of the students in the class or the school building. I understand that the classroom teacher's priority will be the instruction of students and my duties may not unduly disrupt that learning environment.

\_\_\_\_\_  
VOLUNTEER'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
VOLUNTEER'S **PRINTED** NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCHOOL PERSONNEL'S SIGNATURE

\_\_\_\_\_  
DATE