



# SCHOOL VOLUNTEER APPLICATION 1250-F

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First)

Address: \_\_\_\_\_  
(StreetAddress) (City, State, Zip Code)

Telephone: \_\_\_\_\_  
(Home) (Work) (Cell)

E-mail address: \_\_\_\_\_

Sponsoring Agency (if any): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
(Name) (PhoneNumber)

Identify **areas of interest or specific activities** on which you wish to focus your volunteering:

\_\_\_\_\_

Identify **any school(s)** at which you wish to volunteer:

\_\_\_\_\_

Identify **any specific skills or languages other than English spoken**:

\_\_\_\_\_

Please indicate the **times your services would be available**:

Day(s) of week: \_\_\_\_\_

Hours: \_\_\_\_\_

If you are not available on a regular basis, please give **some idea of your time commitment**:

\_\_\_\_\_

Please indicate if you are currently volunteering in our public schools: YES  NO

If YES, please indicate which school(s), which staff members, and when the volunteering occurred:

	Which school(s)?	Which staff members?	When?

References: Provide the names of at least two individuals who have knowledge of your character, personality and abilities to work in a school environment:

	Name	Address (Street, City, State, Zip Code)	Telephone Number
1.			
2.			

# VOLUNTEER EXPECTATION AGREEMENT

Thank you for your interest in volunteering in the Red Hook Central School District. This information is provided for your safety as well as for the protection of the children with whom you will volunteer. Please review it carefully and ask any questions that may arise. We want the time you spend volunteering in a Red Hook Central school to be a positive experience for all.

**Relationships:** For the protection of all, the relationship between you and any student you become acquainted with through volunteering in the Red Hook Central School District must be kept appropriate at all times. Continuing your volunteer relationship through out-of-school contact, such as phone calls, home visits, or invitations to your home, social events, office, vehicle, or activities is not permitted. This prohibition, of course, would not restrict out-of-school contact with students who are family friends or known to you through other community contacts.

**Appropriate Touching:** No child should be subject to touching no matter how well intended. If a child ever inappropriately touches you, please inform a staff member right away.

**Communication:** You are a role model. Your conversation with students and staff must conform to all applicable local, state, and federal law. You shall demonstrate respect for others and avoid language that may be perceived as discriminatory, profane, sexist, or offensive. No student or staff person should ever be treated differently, spoken to disrespectfully or denied services on the basis of domicile, race, creed, religion, color, national origin, families with children, sex, marital status, sexual orientation, disability, age, or the presence of any sensory, mental or physical disability or the use of a trained guide or service animal by a disabled person.

**Confidentiality:** As a volunteer, you must respect and maintain confidentiality in regard to personal information obtained regarding a child or his/her family with certain exceptions. Reasonable suspicion of abuse, neglect, sexual harassment, illegal or dangerous activities should be shared with staff immediately. Be assured that school staff members are required to follow up with the appropriate authorities within 24 hours.

**Dress Code:** Please dress in a clean, neat, safe, and appropriate manner.

**Discipline** Any discipline of a student must be left up to a staff member. Physical punishment is never permitted.

**School Safety Plan:** Follow directions of the staff members at your location.

**Check In/Out:** All visitors, including volunteers, are required to sign in at the main office in the school and wear an identification badge while on campus.

I have read and understand the above expectations:

\_\_\_\_\_  
Volunteer's Name (please print) Signature Phone

\_\_\_\_\_  
Principal/Designee School Date

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**FOR OFFICE PERSONNEL USE ONLY**

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Name of Volunteer: \_\_\_\_\_

Tier Identified for Volunteer:  Tier 1  Tier 2  Tier 3

Definitions:

**Tier 1 Volunteer** – Someone who volunteers occasionally (i.e., with very limited frequency), in a highly public setting, and is under constant supervision by RHCS D personnel. Such a volunteer will not be required to complete an application, but clearance from the NYS Sex Offender Registry will be required. A volunteer fitting this example might be someone who visits a classroom for one day to read a story, present about a career, or share some other experience.

**Tier 2 Volunteer** – Someone who volunteers regularly (i.e., weekly, monthly, or for a series of days) and is under the supervision of RHCS D personnel. These volunteers may occasionally work with students in a less structured setting with indirect supervision (e.g., in a hallway or separate location for the general classroom). These volunteers must complete an application form, have references checked by the building administrator (or his or her designee), read the volunteer expectation form, sign the form to indicate understanding and agreement, and receive clearance from the NYS Sex Offender Registry. A volunteer fitting this example might be a regular classroom volunteer, a regular garden volunteer, or a regular recess volunteer. Tier 2 volunteers may, at the supervising administrator's discretion, be reappointed on multi-year basis so long as the volunteer acknowledges in writing that there have been no material changes to the original information provided in the application packet.

**Tier 3 Volunteer** – Someone who volunteers on a very regular basis and is under the supervision of RHCS D personnel. These volunteers are likely to be in regular contact with student(s) outside of the school day and will likely experience indirect supervision. These volunteers must complete an application form, have references checked by the building administrator (or his or her designee), be fingerprinted with clearance, read the volunteer expectation form, sign the form to indicate understanding and agreement, and be Board of Education approved. A volunteer fitting this example might be a club advisor volunteer, an athletic volunteer, or a regular volunteer with the school musical.

	Reference Called	Reference Comments
1.		
2.		