

Volunteer Form

Name:				
Mailing Address:				-
Home Phone:	_			
Email Address:				
Available Start date:	Certified in First Aid/CPR?	YES	NO	
Emergency Contact (Name, Relation, Phone): _				
1.) Grade Preference(s) (circle all that apply):				
PRIMARY (K-3) INTERMEDIATE (4-5)	MIDDLE (6-8)		HS (9-12)	
Proadwater Pryant Control Kossler	Holona Middlo		Capital High	

	Speech/Debate	Guest Speaker	Music	Theatre	Clerical	Parent Council
	Classroom/small grou	ıp assistance	Mentoring	Tutoring	Special Event	s Sporting Events
2.) <u>Area(s) of Interest</u> (circle all that apply):						
	Jim Darcy Rossiter Si	mith Warren			PAL	
	Four Georgians Hawthor	rne Jefferson		CRA Middle	Helena	a High
	Broadwater Bryant Cei	ntral Kessler		Helena Middle	Capita	l High

Peak/Gifted & Talented

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

4.) <u>Availability</u> (check all that apply):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Before School							
Morning							
Lunch							
Afternoon							
After School							
Special Events							

5.) <u>Child/Children's Name/School/Classroom</u> (if applicable):

Name:	School:	Classroom:
Name:	School:	Classroom:
Name:	School:	Classroom:



Volunteer Form

Name: _____

All volunteers who have *unsupervised access* to District students on District property or at a District sanctioned event will be required to submit to a comprehensive criminal background check, which will include a fingerprint-based background check. Volunteers will not be able to serve until the District has received and approved the results of the criminal background check.

The District may, at its discretion, conduct a name based background check.

Volunteers have the responsibility to notify the District as soon as possible if they are arrested, charged with a crime, or served a restraining order. The District will take appropriate action if it is determined the activity impacts the ability to volunteer.

For additional information, please refer to Board Policy 5122 Criminal Background Investigation

Please answer:

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

Yes _____ No <u>Answering 'yes' may not prevent approval</u>. All circumstances will be considered.

If yes, describe in full (attach additional sheets if necessary) and contact the HR department at <u>humanresources@helenaschools.org</u> or call (406) 324.2010

I understand I will be acting as a volunteer with K-12 students and know of no reason why I should not act in this capacity. I agree to fulfill the volunteer responsibilities outlined in the HPS Volunteer Handbook.

I affirm the information I have provided is accurate.

Signature

Date

To be completed by School Personnel	
School Contact will be:	
Background Check For Unsupervised Access Required:yes (notify HR)	no
Date notified by HR background cleared	
Background check valid for five (5) years	