

Adult Volunteer Application Scheduling Sheet



Cedar Island Elementary
School Year 2018 - 2019

Please provide the following information to assist us in scheduling your volunteer time. Your contact information will allow us to place you in volunteer position(s) and to notify you if anything changes with your assignment. Providing your contact information is optional, but if you do not provide it, you will not be able to volunteer. We may share your contact information with school district employees who need the information in order to do their jobs, appropriate people in an emergency, and/or parent group (PTO/PTA/Advisory Committee) representatives as needed by event coordinators. We will also release your information if a court orders its release, or if you authorize the release of information to other agencies.

Last Name _____ First _____ MI _____

Address _____ City _____ Zip _____

Email address _____
(please print clearly)

Contact me at () _____ home work cell
Secondary Number: () _____ home work cell

Medical emergency contact _____
(Name) (Phone Number) (Relationship)

Please check one:

- I am the parent/guardian of current ISD 279 student(s).
- I am NOT the parent/guardian of current ISD 279 student(s). NOTE: **Please attach a clear and legible copy of your photo ID**, or present your photo id to school staff for us to copy.

Are you volunteering as a member of an organization? If so, please share the name of your organization: _____
(Optional)

Please list school-aged children in this school:

<u>Student Name</u>	<u>Grade</u>	<u>Teacher and / or Advisor</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

SCHEDULING INFORMATION

Please indicate days and times that you are available to volunteer	Day(s)	Monday	Tuesday	Wednesday	Thursday	Friday	<input type="checkbox"/> At Home Projects
	Time(s) am/pm						

I agree:

- that any photos taken while participating in an ISD 279 Osseo Area Schools activity may be used in District informational or promotional materials
- to review and support the district's Volunteer Handbook (find the link at <http://district279.org/community-education/community/volunteer>)
- to review and support school board POLICY 924 – SCHOOL/COMMUNITY RELATIONS - SCHOOL VOLUNTEERS (http://www.district279.org/images/Dept/SchoolBoard/Policy-Procedures/Policy_924.pdf)
- to hold harmless the ISD 279 Osseo Area Schools for any actions taken by me
- that if I have misrepresented information provided on this application and/or fail to adhere to program guidelines, my application approval may be withdrawn.

Signature

Date

NOTE: The BACKGROUND DISCLOSURE portion of the volunteer application (attached) MUST be returned to school for your volunteer application to be complete.

Volunteer Interest Form

As we begin a new year at Cedar Island Elementary, we need your time and talents to help build a strong link between home and school. We need parental assistance to help make our children's education a special time for them. Show your kids your school spirit by volunteering.

Filling out this form does not constitute a commitment on your part. From this form, we will make our e-mail and calling lists. This information gives us a starting place in our efforts. Thank you.

GENERAL PROGRAMS

- DISTRICT PARENT ADVISORY COUNCIL (DPAC)** – Get involved in district-level curriculum planning and evaluation! Attend a 2-hour evening meeting once/month. Some work between meetings may be necessary.

- WORK BEE** -- Check all that apply:

- Come in on a regular basis
- Be on-call as needed
- Do work at school
- Do work at home

- CLASSROOM ASSISTANT**

- In my own child(ren)'s room
- Where needed

- MEDIA CENTER BOOK SHELVING** – schedule a shift each week to shelve books – do what you can in an hour (longer if you really like it!)

- POPCORN PARENT** - Pop popcorn for classrooms during the school day on occasion – training provided!

- FIELD TRIPS**

- YEARBOOK PHOTOGRAPHER**

- SPECIAL SKILLS** – check all that apply:

- Sewing
- Photography
- Other, please specify _____

- GENERAL VOLUNTEER**

PTO-SPONSORED

- ART ADVENTURES** - You don't need to be an artist -- only requires an appreciation of art! Training in the Fall, lead classroom discussions in January.

- CONFERENCE CATERING** – provide food for staff on conference nights or assist the current chairperson by becoming co-chair
- Provide food for conferences
 - I'd be interested in being a co-chair

- BOBCAT BASH (CARNIVAL)** – **Planning Committee**. Planning starts in October; event scheduled for March 1, 2019.

- ICE CREAM SOCIAL** – we are looking for one or two people to chair an Ice Cream Social in the Spring.

- Work at a PTO event.**
More information will come home regarding specific events as dates approach. These events include (but may not be limited to):

- Work at Fun Run
- Butterbraid delivery
- Book Fair
- Turkey Bingo
- Carnival worker (night of)
- Work at Pastries for Parents

Please have your child return this form or mail to:



Barb Lindsay, Volunteer Coordinator
Cedar Island Elementary
6777 Hemlock Lane
Maple Grove, MN 55369-5599
Phone: 763-315-7681
Email: lindsayb@district279.org

Adult Volunteer Application Background Disclosure



Cedar Island Elementary
School Year 2018 - 2019

Volunteer Name (please print):

Last Name _____ First _____ MI _____

This Background Disclosure page of the Adult Volunteer Application is a screening document. It will be reviewed by the volunteer coordinator to determine whether or not a criminal history background check is needed.

If a criminal history background check is needed, you will receive a Background Authorization Investigation Form from your volunteer coordinator. Submission of the Background Authorization Investigation Form is required before a criminal history background check can be run.

This Background Disclosure page, which includes private data, will be stored separate from the Scheduling Sheet (page 1 of the Adult Volunteer Application) in a secured location as designated by the principal or site leader.

This Background Disclosure portion of the Adult Volunteer Application **MUST** be returned to school for your volunteer application to be complete.

Are you a current ISD 279 employee? NO YES
If 'yes':

Employee ID Number: _____

(If you are an ISD 279 employee, please sign and return this form with the scheduling sheet of the volunteer application. Do not complete the Consent and Acknowledgement section - found below.)

CONSENT AND ACKNOWLEDGEMENT

If you are not a current ISD 279 employee, you must answer each of the following questions. Refusal to answer these questions will result in denial of approval for you to volunteer at school. Based on responses to these questions and/or the volunteer assignment for which you are considered, District 279 reserves the right to request a criminal history background check (you will be notified if this is the case). The background disclosure section of the adult volunteer application and information contained in it is PRIVATE and will only be shared with the volunteer coordinator, principal, site leader, Human Resources, and/or people authorized by law to have access as needed.

Have you ever been convicted of a criminal offense other than a minor traffic violation? NO YES

Have you ever had any adjudicated finding of child abuse filed in your name? NO YES

Does your name appear on any Sex Offender Database in any state or country? NO YES

If your response to any of the above three questions is 'yes', please answer the following questions:

Has ISD 279 run a criminal history background check on you in your capacity as a volunteer in the past? NO YES

If 'YES', please provide approximate date: _____, and has anything changed in your background since the previously run criminal history background check? NO YES

Signature

Date