

Adult Volunteer Enrollment Park Brook Elementary 2018 - 2019



CONTACT INFORMATION

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) 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). ***Please attach a clear and legible copy of your photo ID, or present your photo id to school staff for us to copy. Thank you!***

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

SCHEDULING INFORMATION Please list school-aged children in this school:

Name	Grade	Teacher
_____	_____	_____
_____	_____	_____
_____	_____	_____

Indicate your availability	Day(s)	Monday	Tuesday	Wednesday	Thursday	Friday	At Home Projects
	Time(s) a.m./p.m.						

- 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 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information provided on this application and/or fail to adhere to program guidelines, my application approval may be withdrawn.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 enrollment (attached) MUST be returned to school for your volunteer paperwork to be complete. Thank you.

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Please help us help you find a place to serve at Park Brook. Indicate where you might like to use your talents and time.

- AT HOME PROJECTS.** Collate, count, cut or sort classroom materials, make games, or flash cards. BoxTop program. Necessary supplies will be provided and sent home with your student or available in our Volunteer Corner.
- MATERIAL HELP.** Work on various projects for staff members every week, every other week or one day a month.
- CLASSROOM ASSISTANT.** Help students or teachers in various activities. Occasional, weekly or rotating schedule.
- FIELD TRIPS.** Accompany students and teachers on an off-site learning opportunity.
- HEALTH SCREENING.** Help our school nurse with hearing and vision testing - Fun for Dads!
- SPECIAL PROJECTS.** During school hours. Photograph assemblies; decorate for special events, book fair set-up, and other opportunities. Media Center assistance.
- SPECIAL DAYS.** Park Brook is a busy place; we need your help for these special days to keep our Wolves moving!
 - Fall Mile Run
 - Picture Day
 - Spring Mile Run
 - Spring Field Day
 - 5TH Grade Commemoration

PARK BROOK EVENTS.

We plan special events several times each year to involve students and families. We could use your time, talents and energy to make these as great as possible.

- FALL FAMILY BINGO NIGHT**
- WINTER FUN-LAND**
- SPECIAL TALENT.** Face painting, photography, music, dance, art, sport or hobby?
- EVENT PREP.** Count, decorate, cut, collate.
- EVENT ASSISTANCE.** Serve food, take/sell tickets or facilitate activities.

Do you work somewhere that Park Brook could partner with for a special event? Is your workplace looking for a place to volunteer as a group?

- YES!** My workplace wants to be part of the Wolf Way!
Please contact me about how we can all work together to make Park Brook great by volunteering at an event.

Please have your child return this form, or mail to:
Park Brook Elementary
7400 Hampshire Ave N
Brooklyn Park, MN 55428
Volunteer Coordinator

763.561.6870 (main school number)
ParkBrookVolunteering@District279.org

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- I would like to be a part of the Park Brook PTO.**
The Park Brook Parent-Teacher Organization supports our learning community in many ways. We also plan events and may conduct fundraisers to support student field trips, special speakers and programs. This is a great way for your whole **family** to be a part of our Park Brook community.



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Background Disclosure

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, Employee ID Number: _____

(Sign and return this form with the scheduling sheet of the volunteer application. Do not complete the Consent and Acknowledgement section.)

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