



**Volunteers**  
Community Education

11200 93rd Avenue N, Maple Grove, MN 55369

# Adult Volunteer Application Scheduling Sheet



**PALMER LAKE ELEMENTARY**  
School Year 2017 - 2018

## 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).

*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)

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

<u>Name</u>	<u>Grade</u>	<u>Teacher</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Indicate your availability	Day(s)	Monday	Tuesday	Wednesday	Thursday	Friday	<input type="checkbox"/> 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](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.**

OSSEO AREA SCHOOLS

ISD  279  
OSSEO, MN

## Palmer Lake Volunteer Interest Form

We need your time and talents to help build a strong link between home and school. We need family assistance to help make our children's education a special time for them. This is **not** a commitment on your part by completing this form. From the interests you express, we will make our contact lists. This information provides us a starting place in our efforts.

*Thank you!*

- AT HOME PROJECTS.** Collate, count, cut or sort classroom materials, make games, or flash cards. Necessary supplies will be provided.
- CLASSROOM ASSISTANT.** Help students or teachers in various activities. Weekly or rotating schedule.
- TEAM TASK FRIDAY** Work on various projects for staff members every Friday, every other Friday or one Friday a month.
- FITNESS or HEALTH SCREENING.** Help our school nurse with hearing and vision testing, or our Phy Ed teachers with fitness evaluations. Fun for Dads!
- SUPER KIDS FIELD DAY.** Held in May, help run the field games the students will play outside.
- SPECIAL PROJECTS.** During school hours. Photograph assemblies; decorate for special events, book fair set-up, and other opportunities.

### **PALMER LAKE EVENTS.**

We are planning regular special events all year to involve students and families. We could use your time, talents and energy to make these times as great as possible.

- SPECIAL TALENT.** Face painting, photography, music, dance, art, sport or hobby?
- EVENT PREP.** Count, decorate, cut, collate.
- FOOD.** Order and arrange. Pizza? Mexican? Other?
- GAMES.** Plan or work at event games or activities.
- OTHER.** Serve food, take/sell tickets or activities.

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- I would like to be a part of the Palmer Lake PTO.** The Palmer Lake Parent-Teacher Organization supports our learning community in many ways: evening events to meet teachers, understand how we teach in the Learning Studio, our student centered learning model. We also plan events and conduct a fundraiser to support student field trips, special speakers and programs. This is a great way for your whole **family** to be a part of our Palmer Lake community.

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

- YES!** My workplace wants some Panther Pride! Please contact me about how we can all work together to make Palmer Lake great by volunteering at an event.

Please have your child return this form, or mail to:

Amy Rintamaki, Volunteer Coordinator  
Palmer Lake Elementary  
7300 West Palmer Lake Drive  
Brooklyn Park, MN 55429-3554

763.561.1930 (main school number)  
[RintamakiA@District279.org](mailto:RintamakiA@District279.org)

# Adult Volunteer Application Background Disclosure



**PALMER LAKE ELEMENTARY**  
 School Year 2017 - 2018

**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: \_\_\_\_\_

(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**