

# School Volunteer Application

Date \_\_\_\_\_  
 Application approved  
 Application denied

## Personal information

ONC BOCES Office

\_\_\_\_\_  
Last name                      First                      Middle                      Child's name

\_\_\_\_\_  
Address                      City                      State                      Zip

\_\_\_\_\_  
Home phone                      Work phone                      Social Security Number                      Date of birth

- Yes    No   Are you currently an employee of the school district?
- Yes    No   Have you previously been a volunteer with the school district?
- If so, where and how long? \_\_\_\_\_
- In which school are you requesting to volunteer? \_\_\_\_\_
- In which area are you serving?    Sports    Mentoring    Band    Classroom    Office  
 Junior Achievement    Field trips    Other \_\_\_\_\_

## Criminal History

- Yes    No   **(Must Answer).** Have you been convicted, plead guilty or entered a plea of no contest in a criminal action? (Include fraudulent checks, driving under the influence and other misdemeanors, If you are unclear if something applies, please ask for clarification) • If so, please complete the chart below.

Offense	Date of conviction	Place of conviction
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- Yes    No   **(Must Answer).** Have you been found guilty or responsible for any crime against a child under 18, to include abuse, neglect, assault, contributing to the delinquency of a minor or any lewd act?  
• If so, please complete the chart below.

Offense	Date of conviction	Place of conviction
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## Authorization

I understand that I am submitting this application to the ONC BOCES so that my background may be screened to ensure that I meet the criteria to work with students. I understand that ONC BOCES has the right to verify the information submitted on this form. I also understand that any misstatement of fact or omission on this form would be an automatic disqualification or reason for removal.

\_\_\_\_\_  
Signature                      Date

## References

Please list two personal references we may contact.

Name	Phone #	Relationship to you
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ONC BOCES  
PO Box 382, 2020 Jump Brook Road  
Grand Gorge, NY 12434  
(607) 588-6291  
Extension 2177 or 2178

**4532 SCHOOL VOLUNTEERS**

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and can assist BOCES employees in providing more individualized and enriched opportunities in instruction. The Board encourages volunteers from all backgrounds and age groups who are willing to share their time, training, experience or personal characteristics to benefit the students of the district.

Volunteers may be involved in many facets of school operations, from mentor/tutor relationships to clerical tasks. However, volunteers may not provide services which have been previously provided by district employees. Volunteers shall not be used to provide transportation for school-sponsored activities.

No volunteer shall be permitted to have unsupervised direct contact with students.

School personnel who are responsible for tasks or projects that involve the use of volunteers shall identify appropriate tasks and time schedules for such volunteer activities, as well as make provisions for adequate supervision and evaluation.

Persons wishing to volunteer must contact the District Superintendent or Building Principal and must complete a volunteer application form. The application form shall require the volunteer applicant to disclose any criminal convictions. The application form shall also require the applicant to identify two non-family member personal references. The District Superintendent or Building Principal shall be responsible for ensuring that both references are contacted before the volunteer begins rendering volunteer services to verify that the individual is of good moral character.

The BOCES shall retain a complete record of all information obtained through the application process for the same period of time it retains information regarding BOCES employees.

All volunteers are required to act in accordance with BOCES policies, regulations and school rules. Any staff member who supervises volunteers may ask any volunteer who violates district policies, regulations or school rules to leave school grounds.

Each Building Principal shall be responsible for maintaining a current and complete list of all active volunteers and their assignments.

Adoption date: November 17, 2008

**OTSEGO NORTHERN CATSKILLS BOCES**