



**Volunteer Agreement & Consent for Background Check  
Big Horn County School District #3**

A volunteer shall not be in a one-on-one situation with a child during or outside of a school day unless the volunteer assignment requires (e.g., mentor program). Volunteers should not be with a student/s unless in the presence of a classroom teacher, administrator, or appropriate school personnel. If one-to-one meetings are necessary, volunteers should do so in an area designated or assigned by the building administrator.

Volunteers must provide identification and sign in/out at the school’s main office. Volunteers shall wear the “Visitors” badge or other means of identification, as required by school policy.

Respecting one’s privacy and confidentiality is very important: Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your school.

**Volunteer Application: Personal Information**

**IMPORTANT:** Please enter all information exactly as it appears on your identification card (e.g. driver's license). Any field with an \* is a required field.

<b>First Name*</b> <input style="width: 90%;" type="text"/>	<b>Address Line 1*</b> <input style="width: 90%;" type="text"/>
<b>Middle Name</b> <input style="width: 90%;" type="text"/>	<b>Address Line 2</b> <input style="width: 90%;" type="text"/>
<b>Last Name*</b> <input style="width: 90%;" type="text"/>	<b>City*</b> <input style="width: 90%;" type="text"/>
<b>Maiden Name</b> <input style="width: 90%;" type="text"/>	<b>State*</b> <span style="border: 1px solid #ccc; padding: 2px;">WY</span> <span style="font-size: 0.8em;">▼</span>
<b>Gender*</b> <span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="font-size: 0.8em;">▼</span>	<b>Zip*</b> <input style="width: 90%;" type="text" value="-"/>
<b>Date Of Birth*</b> <input style="width: 90%;" type="text" value="MM/DD/YYYY"/>	<b>Phone Number*</b> <input style="width: 90%;" type="text"/>
<b>Soc. Security Number*</b> <input style="width: 90%;" type="text"/>	<b>Email*</b> <input style="width: 90%;" type="text"/>

**Volunteer Liability and Indemnification** A volunteer shall at all times indemnify and hold harmless Big Horn County School District #3 and its officers, agents and employees from any and all claims, damages and expenses arising out of injuries to persons or damage to property which resulted from any omissions or negligent acts of the volunteer. I understand the expectations outlined above; including the requirements of a BCI check and confidentiality, and agree to abide by the guidelines set forth.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved      Disapproved (Circle One)      Date: \_\_\_\_\_

## SCHOOL VOLUNTEERS

The Board of Trustees recognizes the need to develop a volunteer program to support district instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

- \* Assist employees in providing more individualization and enrichment of instruction.
- \* Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process.
- \* Strengthen school/community relations through positive participation.

A volunteer is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer worker will serve in that capacity without compensation or employees benefits of any type.

Use of volunteers within the district is not to conflict with or replace any regularly authorized personnel allotment.

Volunteers will work with students under the immediate supervision and direction of a certificated person.

Volunteers are expected to comply with all rules and regulations set forth by the district, including those rules and regulations related to confidentiality and background checks.

Adopted: 1/11/11

Additionally:

Volunteer coaches must complete the concussion protocol training.