

## Whiteford Agricultural School District Volunteer Information / Background Checks

Dear Potential Whiteford Volunteer:

First and foremost, **Whiteford Agricultural School District appreciates your willingness to serve as a volunteer in our district and become a substantial and vital part of our school programs!**

In an effort to maintain a safe school environment, the State of Michigan requires by law that school districts perform background checks of school employees (Board Policies #3121 / #4121). The Board of Education also adopted policies specifically for individuals who volunteer in the district (Board Policies #3120.09 / #4120.09). Background checks of volunteers are not required by law but are conducted under district policy to ensure the protection of children in the care of Whiteford Schools and the safety of students who may come into contact with volunteers during school sponsored activities.

**District policy requires any volunteer who works with or has access to students to be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program.** All volunteers must meet the mandates as outlined in the policies as a condition of service. Any applicant declining to complete a "Volunteer Background Check" acknowledgment form will not be considered or allowed to serve as a volunteer.

All records are kept confidential and will not be disseminated to anyone not directly involved in the screening process. The district reserves the right to perform additional background checks at any time for the duration of the volunteer's service in the district. This can be performed regardless of self-disclosure or inappropriate behavior following the initial check.

### Volunteer Guidelines/Expectations:

- "Volunteer" – a person from the community who contributes their services on a regular basis.
- Volunteers are assigned to help the regular staff provide better service to students.
- Volunteers shall work only under direct supervision of the designated staff member.
- Volunteers must abide by school, team and program regulations, rules, or decisions. It is also expected that they report any violations of the regulations, rules, or decisions to school administration.
- Volunteers are not to make personnel decisions (i.e., disciplinary actions, etc.).
- Volunteers are not to deal directly with parent concerns and should refer all contacts by parents to the regular staff member.
- Volunteers are not to treat injuries (except emergency first aid) or prescribe rehabilitation programs.
- Volunteers are not to receive any compensation for their services. The experience may become part of their resume and we will gladly provide references.
- A volunteer is personally responsible for their actions. Inappropriate conduct may result in the individual being asked to discontinue their relationship with the program.

Please complete both sides of the attached form and return it to your building administrator. Background checks will be done on an annual basis. The background check process is time consuming; therefore, appropriate lead time must be given to ensure background checks are completed **prior to volunteer service** at the school or for any function conducted by the school.

**Again, we thank you for your willingness to volunteer at Whiteford Schools and appreciate your time and efforts in assisting the operation of the schools!**

Sincerely,



Scott L. Huard  
Superintendent

**Whiteford Agricultural School District**  
**Volunteer Application – Acknowledgement Form**

School Year: \_\_\_\_\_

Please complete both sides of this form and return one week prior to the event, along with a **COPY OF YOUR DRIVER'S LICENSE**, to the respective teacher, coach, or building office at Whiteford Agricultural School District. Questions or concerns should be directed to the Superintendent/Business Office at 734.856.1443, extension 401.

In order to ensure the protection of children in the care of Whiteford Agricultural School District, school policy requires any volunteer who works with or has access to students to be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and the Offender Tracking Information System (OTIS) **prior to being allowed to participate in any activity or program.** The background check is a name check only and is based on individual identifiers. *Any applicant declining to complete a "Volunteer Background Check" acknowledgment form will not be considered or allowed to serve as a volunteer.*

**POTENTIAL VOLUNTEER INFORMATION:**

Full LEGAL Name: \_\_\_\_\_ Date: \_\_\_\_\_

[first name, middle name, last name]

Maiden name or other name(s) previously used: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

DOB: \_\_\_\_\_ Sex: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Height: \_\_\_\_\_  
[mm/dd/yyyy]

Home Address: \_\_\_\_\_

(PLEASE NEATLY AND CLEARLY ENTER FULL ADDRESS—STREET, CITY, AND ZIP CODE)

Email Address: \_\_\_\_\_

I am requesting to volunteer in the following area(s):

☐ Chaperone (list field trips, activities): \_\_\_\_\_

☐ Classroom (list teacher name): \_\_\_\_\_

☐ Coach\* (list sport and grade level): \_\_\_\_\_

*\* Head volunteer coaching positions require a fingerprint-based State of Michigan/FBI background check.*

Affiliation with Whiteford Schools: \_\_\_\_\_

**HISTORY INFORMATION:**

Please answer the following questions. If you answer yes to any of the questions, provide specific details on the reverse side of this form (i.e., date and offense/conviction that occurred, details of the conviction, date and status of investigation that is ongoing, etc.).

Have you ever pled guilty or been convicted of a **felony** in a state or federal court? ☐ Yes ☐ No

Have you ever pled guilty or been convicted of a **misdemeanor** in a state or federal court? ☐ Yes ☐ No

Are you the subject of a **current criminal investigation** or have **pending charges** against you? ☐ Yes ☐ No

Whiteford Agricultural School District reserves the right to "approve" or "deny" any volunteer service upon review of the background check returned through SOR/ ICHAT / OTIS. The determination will be based upon the individual's fitness to have responsibility for the safety and well-being of children. Providing false information, or information contradicting the background check information, is grounds for immediate volunteer denial.

By affixing your signature to this form, you acknowledge your statements are to be true and give full consent to complete a name based background check through SOR/ ICHAT / OTIS.

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

Building Administrator/Athletic Director Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUPERINTENDENT OFFICE USE ONLY**

Approved ☐ Denied ☐ Date of Review \_\_\_\_\_ Determining Staff Member Initials \_\_\_\_\_

**VOLUNTEER RELEASE FORM**

I agree to abide by all relevant Board policies and administrative guidelines while on duty for the District. I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers' compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I understand further that, as a volunteer, I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I further release the Board of Education from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

For the protection of the children in the school, the District is required by law to inquire of its staff members whether or not they have ever been convicted of a crime related to children. We would appreciate your cooperation by indicating that you have never been convicted of any of the following offenses: *aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, assault, aggravated menacing, abuse or neglect of a child, kidnapping, abduction, child stealing, criminal child enticement, rape, sexual battery, corruption of a minor, gross sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually-oriented matter involving a minor, illegal use of a minor in nudity-oriented material or performance, endangering children, contributing to the delinquency of children, carrying concealed weapons, improperly discharging a firearm at or into a school or house, corrupting another with drugs, placing harmful objects in or adulterating food or confection.*

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

**FOR TEACHER/COACH/ OR BUILDING OFFICE USE ONLY:**

Prior to sending these forms to the Superintendent's Office for approval/signature, please check the list below to ensure all necessary materials are included and all sections of the Volunteer Application and Volunteer Release Form have been filled out completely/accurately. Thank you!

**TEACHER/COACH/BUILDING OFFICE STAFF:**

- \_\_\_\_\_ All information has been completed in the "Potential Volunteer Information" box.
- \_\_\_\_\_ All information has been completed in the "History Information" box.
- \_\_\_\_\_ Copy of applicant's driver's license attached.
- \_\_\_\_\_ Applicant has signed and dated the Volunteer Application and Volunteer Release Form.
- \_\_\_\_\_ Applicant has been added to the Volunteer Spreadsheet in RED.

**PRINCIPAL/ATHLETIC DIRECTOR:**

- \_\_\_\_\_ Verified that all forms have been fully and accurately completed and all necessary documents are attached.
- \_\_\_\_\_ Signed and dated the Volunteer Application.

**SUPERINTENDENTS OFFICE:**

- \_\_\_\_\_ Criminal background check attached.
- \_\_\_\_\_ Applicant has been added to the Volunteer Spreadsheet.
- \_\_\_\_\_ Approved/Denied box checked, form dated and initialed.
- \_\_\_\_\_ Letter sent to Applicant/Volunteer.
- \_\_\_\_\_ All Applicant/Volunteer paperwork forwarded to Business Office to file.

\*Retain this document for the current year plus one year.

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