

Maine School Administrative District 55

137 South Hiram Road, Hiram, ME 04041 (207) 625-2490 www.sad55.org



October 5, 2015

Dear Parents,

The 2015-2016 school year is off to a great start and Sacopee Valley is asking for your assistance. During the 2014-15 school year, volunteers donated many hours in our schools. The assistance of volunteers is greatly appreciated and demonstrates the importance of community involvement in our schools.

The Sacopee Valley School District welcomes and encourages volunteers as an important component of the school and community connection. An effective volunteer program allows students to benefit from individual attention, provides enrichment opportunities, and supports teachers in providing high quality instruction.

Our School Board recently updated the volunteer policy and procedure to ensure the safety of our students. Please note that the new procedure requires a background check. If you are interested in volunteering, please complete the attached form and return it to your child's school as soon as possible.

We hope that you will find volunteering a rewarding experience. You are an important member of our learning community, and we look forward to working with you. When we work together in a positive manner, all of our students benefit. If you have any questions, please feel free to contact me at 625-2490.

Sincerely

Suzanne M. Day
Curriculum Coordinator

MSAD 55 SCHOOL DISTRICT
VOLUNTEER APPLICATION FORM

THE FOLLOWING INFORMATION IS REQUESTED TO HELP US COORDINATE VOLUNTEER SERVICES AND TO ENSURE STUDENT SAFETY

Full Name: _____
(last) (first) (middle) (jr., sr., etc.)

Mailing Address: _____

Address of Residence _____

Telephone: _____ E-mail Address: _____

Date of Birth (required for background check): _____ Maiden Name(s) _____

Area(s) of interest for volunteering: _____

Family members in school (Name of School, Family Members Names and Grades): _____

List any education, training or experiences you have had which would help us in meeting the needs of our students:

Placement location requested: Adult Ed; SVHS; SVMS; SVES

References: List three people whom we can contact who can comment on your character and abilities:

Name Address Phone Relationship

BACKGROUND:

The following information is asked of all individuals who volunteer to work with our students to help insure their safety:

Have you ever been charged with or investigated for sexual abuse or harassment of another person? Yes ___ No ___

Have you ever been convicted of a crime (other than a minor traffic offense)? Yes ___ No ___

Have you ever entered a plea of guilty or "no contest" (nolo contendere) to a crime (other than a minor traffic offense)? Yes ___ No ___

Has any court ever deferred, filed, or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior for a period of time in connection with any crime (other than a minor traffic offense)? Yes ___ No ___

If you answered YES to any of the previous questions, provide full details on an attached page(s), including with respect to court actions, the date, offense in question, and the address of the court involved.

If you have lived outside of Maine, please identify the states and dates: _____

Refusal to provide authorization for reference and/or criminal records checks and/or providing false or misleading information on this application shall constitute sufficient reason to deny approval to serve as a volunteer or termination as a volunteer in the MSAD 55 School District.

I understand that the MSAD 55 School District performs reference and criminal records checks on all volunteers and I authorize persons and entities contacted by the District in connection with this application to provide information about me. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the District, its agents and officials, or against any provider of such information. I further understand that if I am approved as a volunteer, that I will be required to sign a Volunteer Agreement and attend a Volunteer Orientation.

Applicant Signature

Date

OFFICE USE ONLY

- _____ Application reviewed for completeness
- _____ References checked (attach documentation)
- _____ Criminal record checked (attach documentation)

Application approved: _____ Application denied: _____

Date: _____

I would like to volunteer in _____'s classroom.

I am available: Monday Tuesday Wednesday Thursday Friday

Times Available: _____

I would be willing to:

- | | | |
|--|---|---|
| <input type="checkbox"/> laminate materials | <input type="checkbox"/> listen to a child read | <input type="checkbox"/> work in a classroom |
| <input type="checkbox"/> prepare materials for teachers | <input type="checkbox"/> read to students | <input type="checkbox"/> work on special projects |
| <input type="checkbox"/> work at home | <input type="checkbox"/> chaperone class trip | <input type="checkbox"/> work in the library |
| <input type="checkbox"/> photocopy materials | <input type="checkbox"/> type materials on the computer | |
| <input type="checkbox"/> help with PTC projects and events | | |

M.S.A.D. #55

VOLUNTEER RESPONSIBILITIES

A SCHOOL VOLUNTEER IS:

Confidential

Please remember that all of your work is confidential; do not discuss students with anyone except appropriate school personnel. If you have questions about school policies or procedures, they should be discussed with the school principal.

Dependable

The staff and students will depend upon you to be present at your scheduled time. The teacher will have planned for you. If you will not be able to volunteer on a particular day, please contact the school. It will be your responsibility to follow the directions of the teacher. Please do not hesitate to ask for more specific instructions when necessary.

Caring

Please be patient and understanding. Let children know they are important and that you enjoy being with them. When you maintain a positive attitude, you will find this experience satisfying, successful, and enjoyable.