



# New Volunteer Application

(Individuals who are new to the school or who need to be entered in the system)

PERSONAL | PASSIONATE | PROGRESSIVE

Information you provide in this application is public record subject to release upon request to any member of the public

## Section 1 - Personal Information

Full Name \_\_\_\_\_ Previous Address \_\_\_\_\_  
 Address \_\_\_\_\_ (If less than 3 yrs.) \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Primary Phone \_\_\_\_\_  
 Drivers' License/ State ID# \_\_\_\_\_ Secondary Phone \_\_\_\_\_  
 Drivers' License Issue/Expiration Date \_\_\_\_\_ Email Address \_\_\_\_\_

## Section 2- Employment

Are you currently employed? \_\_\_\_\_ Employer \_\_\_\_\_  
 Occupation or Retired \_\_\_\_\_ Employer's Address \_\_\_\_\_  
 Highest Education Level \_\_\_\_\_ City, State Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_

## Section 3- Volunteer Preference

Is there a particular type of volunteer work in which you are interested? (Check all that apply)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Mentor               | <input type="checkbox"/> Classroom Assistant       | <input type="checkbox"/> Committees (PTA/PTO/SAC) |
| <input type="checkbox"/> Individual Tutoring  | <input type="checkbox"/> Clerical/Office Assistant | <input type="checkbox"/> Athletic Events          |
| <input type="checkbox"/> Small Group Tutoring | <input type="checkbox"/> Fundraising               | <input type="checkbox"/> Athletic Programs        |
| <input type="checkbox"/> Cafeteria Monitor    | <input type="checkbox"/> Media Assistant           | <input type="checkbox"/> Other _____              |

## Section 4- Parent/Guardian

Are you a parent/guardian of a School District of Lee County student? \_\_\_\_\_

If you are a parent /guardian of a School District of Lee County student please complete the following information:

Child's Full name \_\_\_\_\_  
 Name of School \_\_\_\_\_  
 Grade \_\_\_\_\_

## Section 5- Statement Verification

Have you ever been convicted, pled no contest to, or had adjudication withheld in a criminal offense other than a minor traffic violation or are there any criminal charges now pending against you? (Note: Operating a vehicle while intoxicated is not considered a minor traffic violation.) Yes \_\_\_ No \_\_\_

I certify that the information provided herein is true, complete, and correct to the best of my knowledge. I understand that misrepresenting the information may disqualify me from volunteering. I understand that I have no legal right to volunteer. I understand that the school administration maintains the right to place and dismiss volunteers. In order for The School District of Lee County to complete the processing of volunteer applications, I understand a Sexual Offender and Sexual Predator Search will be conducted and, if needed, a criminal background check may be completed. With limited exceptions, the information you provide in this application is public record subject to release upon request to any member of the public. Chapter 119, Florida Statutes.

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

Please return completed application to the school where you would like to volunteer.



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<b>Applicant Approved</b>	
Principal Signature	Date
School Volunteer Contact Signature	Date

For assistance, please contact the SDLC Volunteer Coordinator

Revised 07/19

<b>Sexual Offender and Predator Check</b>	<u>Date</u>	<u>Checked By</u> (attach print out of check completed)
<b>Additional Screening Needed</b>	<u>Date</u>	Result of Screening

## Additional Notes



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## GENERAL INFORMATION

The School District of Lee County promotes volunteerism and supports school-based volunteer coordinators with program information and technical assistance. Individual schools actively recruit parents, businesses, and interested citizens who wish to volunteer in their particular school.

Potential volunteers obtain volunteer applications from the school in which they seek to volunteer. Completed volunteer applications should be kept in a secure location. Volunteer applications are subject to public information.

**It is the responsibility of each individual school to screen applicants and keep the volunteer application on file for 4 years. Each school is responsible for completing reference checks (optional) and the required Sexual Predator and Sexual Offender screenings. The screening must be completed and documented yearly for each volunteer. If a criminal background check is deemed necessary, it is the school's responsibility to complete. The principal has the right to prohibit the individual from volunteering. The principal must approve all volunteer applicants before they assume volunteer duties.**

School personnel have permission to duplicate any materials provided by the District Volunteer Coordinator.

Volunteers are covered under the District's worker's compensation insurance if they require medical treatment for an injury incurred in the course and scope of their volunteer employment. Volunteers who are placed through outside organizations such as Foster Grandparents are covered by that organization's insurance.

## ROLES AND RESPONSIBILITIES

A school volunteer program acts as a vehicle to provide additional educational resources to students, teachers, and other staff members. When each participant works as a team member, the school volunteer program will run as smoothly as any professionally managed program. Each person involved with a school-level volunteer program performs an essential role. The suggested roles and responsibilities determine how each participant will be involved with the school-level volunteer program:

### Volunteer

- Works as a team member with faculty and staff.
- Follows policies, rules, and regulations.
- Works closely with administrators, teachers and the volunteer contact.
- Follows directions.
- Asks questions when needed for clarification.
- Is responsible, prompt, dependable, and maintains confidentiality.
- Has respect for students and others working with the program.
- Is willing to share ideas, talents, and skills.
- Is willing to serve as an appointed, non-paid employee.
- Recognizes that the teacher has primary instructional responsibilities.