

School District of Menomonee Falls
Administrative Office
W156 N8480 Pilgrim Road
Menomonee Falls, WI 53051



July 31, 2017

Subject: Volunteer Opportunities Annual Application

Dear Volunteers,

The School District of Menomonee Falls appreciates your desire to become a volunteer and acknowledges the value of time and commitment of service. It is our hope that our volunteers will join in a partnership with the School District of Menomonee Falls to assist, guide, and work productively together to provide a quality educational experience for our students.

There are many opportunities for which you can volunteer within our schools. You can become a member of our PTO/PTA or booster organizations, you can assist with athletic teams or in classrooms, chaperone fieldtrips, or help within the schools themselves as well as other activities and clubs. Please inquire with the Principal of the building or our senior volunteer supervisor for possible opportunities where your services can be utilized.

During your time as a volunteer you may be given access to certain information about students and staff. The U.S. Congress has enacted the Family Educational Rights and Privacy Act that ensures that our volunteers need to be mindful of confidentiality and ensure that they do not share or discuss any information or facts that they see or hear at school with others. Confidentiality is very important to maintain the integrity of our students and parents.

If you are a volunteer with our District, we ask that you fill out the attached Volunteer Application annually. This application along with a copy of your government issued photo ID must be turned into your student's school or to the Menomonee Falls District Administrative Office located at W156 N8480 Pilgrim Road. Once we have the required documents, we will complete a background check. By completing the application, you are providing us with permission to complete the background check in order to appropriately evaluate the volunteer opportunities that may be available: This may include, but is not limited to, a review of sex offender registries, child abuse and criminal history records. Upon approval, you will be placed on the district approved volunteer list. We ask that you allow one week for processing your application.

The District reserves the right to complete an updated background check at any time and will alter opportunities available should it be deemed necessary to ensure our students and staff remain in a safe and healthy environment.

We hope you find this volunteer experience rewarding and hope this will foster a long term relationship for you with our students and the School District of Menomonee Falls.

Cari Brust
Director of Human Resources

Non Discrimination Statement

The School District of Menomonee Falls does not discriminate against pupils on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in education programs or activities, and provides equal access to the Boy Scouts and other designated youth groups.

If any person feels there has been a discriminatory situation in regard to any of the above named classes or in violation of Title IX, Section 504, or Title ADA, please contact the building administrator or Kathy Young, the Director of Pupil Services, at 262-255-8695 or younkat@sdmfschools.org.

Staff Use Only	
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VOLUNTEER APPLICATION Revised: July 31, 2017

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION. PLEASE PRINT

Full Name (First, Full Middle, Last) _____ SCHOOL(s) _____

Maiden Name _____

Address _____

City _____ State _____ Zip _____

How long at the current address: _____ if less than one (1) year please provide prior address.

Prior Address _____

City _____ State _____ Zip _____

Cell Phone & Other Phone: _____ Social Security Number _____

E-mail Address: _____ Date of Birth _____

Employer _____ Occupation _____

Do you have a valid driver's license: Yes No (*circle one*)

Driver's License#: _____ State _____

Special Certification (CPR, Medical, etc.): _____

1. Have you ever been convicted of or plead guilty to any crimes(s): Yes No (*circle one*)

If yes, describe each in full:

2. Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? Yes No (*circle one*)

If yes, describe each in full:

3. Have you ever been refused participation in any other youth programs? Yes No (*circle one*)

If yes, explain:

AS A CONDITION OF VOLUNTEERING, I give permission for the School District of Menomonee Falls to conduct a background check on me, which may include a review of sex offender registries, child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the District receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the School District of Menomonee Falls, and its predecessors, successors, assigns, agents, directors, officers, employees, representatives, and all other persons acting by, through, under or in concert with any of them from any and all claims, known or unknown, I also understand that, regardless of previous appointments, School District of Menomonee Falls is not obligated to appoint me to a volunteer position. If appointed, I understand that I am subject to suspension by the District and removal by the Board of Education for violation of School District policies or principles.

PLEASE CHECK EACH STATEMENT AND INITIAL AFTER EACH STATEMENT CONFIRMING YOU HAVE READ AND UNDERSTAND THE CONTENT. SIGN AND DATE BELOW.

___ I have read the volunteer opportunities letter and understand my expectations as a volunteer. _____ (initial)

___ I understand that I may not share or discuss any information or facts about a student that are seen or heard at school with others. _____ (initial. (*student records policy #347*))

___ I understand the responsibilities of the school staff are different than those of a volunteer, especially as it pertains to instructional and behavioral decisions. _____ (initial)

___ I understand that the School District of Menomonee Falls does not tolerate any discriminating or harrasing behavior from students, staff, volunteers or other individuals interacting with students. _____ (initial) (non-discrimination policy #411)

___ I understand I am required to notify the building principal and the District Human Resources Department at 262-255-8440 in the event of arrests, indictments, conviction, no contest or guilty plea, or other adjudication for any felony or offense involving moral standards. This includes anything other than a local ordinance violation. If you are listed on a sex offender registry, you are required to disclose that information. A decision regarding whether you are able to volunteer at the school will be made by administration. An arrest or indictment shall not be an automatic basis for an adverse volunteer decision. The District reserves the right to suspend or remove volunteer privileges in its sole discretion based on the nature of conduct leading to arrest or indictment.. _____ (initial)

___ I understand that I may be removed as a volunteer at any time, for any reason if I do not adhere to the contents contained in the volunteer letter or to all of the statements written above. _____ (initial)

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Applicant Signature _____ Date _____

Applicant Name (*please print or type*) _____