

HARNEY COUNTY SCHOOL DISTRICT #3



VOLUNTEER APPLICATION

CRIMINAL HISTORY VERIFICATION OF APPLICANTS

Please type or print clearly.
As Appears on License

Name: _____ Date of Birth: _____ Sex: _____
Last/First/Full Middle MM/DD/YY M/F/X

List Other Names Previously Used: _____

Social Security No.: _____ Oregon Driver License Identification Card No.: _____

Providing your social security number on this form is voluntary. If you choose not to disclose the social security number, this will not be a basis for denial of employment or any rights, services or benefits to which you are otherwise entitled. If you do provide the number the Oregon State Police will use it as an additional identified to search for any criminal record you may have. Your social security number will be used as stated above. State and federal laws protect the privacy of your records.

Address: _____
Full Street Address

City: _____ State: _____ Zip +4: _____

A. Have you EVER been convicted of a sex-related crime? Yes No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

If yes, did the crime involve force or minors? Yes No

B. Have you EVER been convicted of a crime involving violence or threat of violence?

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

C. Have you EVER been convicted of a crime involving criminal activity in drugs or alcoholic beverages? Yes No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

D. Have you EVER been convicted of any other crime except a minor traffic violation? (Includes Traffic Crimes) Yes No

E. Have you been arrested within the last three years for a crime for which there has not yet been an acquittal or dismissal? Yes No

Advisory: A check of the applicant's criminal history will be made by the Oregon Department of Education to verify the responses to the preceding questions.

I hereby grant to the Oregon Department of Education permission to check civil or criminal records to verify any statement made on this form. Regardless of whether the applicant grants consent, the Oregon Department of Education will conduct a criminal offender record check of applicants for the position of school bus driver, volunteer, or other prospective school employees working with or around children. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. Discrimination by an employer on the basis of arrest records alone may violate federal civil rights law. The applicant may obtain further information concerning the applicant's rights by contacting the Bureau of Labor and Industries, Civil Rights Division, State Office Building, Suite 1070, Portland, Oregon 97232, telephone 503-731-4075.

I acknowledge reading and the receipt of this notice.

Applicant's Signature: _____ Date: _____

Harney County School District #3
550 North Court Avenue
Burns, OR 97720
Phone: 541-573-6811

FOR DISTRICT OFFICE USE ONLY	
School	_____
Days	_____
Hours	_____
Date Rec'd	_____

School Volunteer Application

Legal Name- First: _____	Middle Initial: _____	Last: _____
Mailing Address: _____	City: _____	Zip: _____
Contact Phone: _____	E-mail: _____	
Please list any other languages you speak or read: _____		
Availability – During School: _____	After School: _____	Evenings: _____ Weekends: _____
<small>Please specify days and hours you would like to volunteer.</small>		

Circle Schools/Grade level/Area where you want to volunteer. List specific teacher/room/event if applicable: K-5 (Elementary) 6-8 (Middle School) 9-12 (High School) Special Education English Learner Program Coaching P.E. Other _____
Specific Volunteer Interests: _____
Special talents, hobbies and/or skills/training you'd like to share: _____
Other: _____ (Eat lunch with my child; help with classroom parties; help with field trips, etc.)
I'm the parent/guardian of a student(s) and would like to volunteer in his/her grade level(s).
Student 1 – Name/Grade: _____
Student 2 – Name/Grade: _____

If you are volunteering for our athletic program, please list sports(s) qualifications and/or experience and preferred grade level (middle school or high school). _____ _____

Two references:
Name: _____ Contact Phone: _____ Relationship: _____
Name: _____ Contact Phone: _____ Relationship: _____

Anyone who will be transporting students must also complete a Use of Personally Owned Vehicles form and provide proof of insurance.
Please return completed volunteer forms in person with photo ID to:
Brenda Graham , HCSD #3 District Office, 550 North Court, Burns, OR 97720
Thank you for your interest in volunteering with HCSD #3 schools!

Signature: _____

HARNEY COUNTY SCHOOL DISTRICT #3
550 North Court
Burns, OR 97720

**CONFIDENTIAL INFORMATION
VOLUNTEERS**

The purpose of this form is to remind all volunteers of the importance of confidentiality when helping staff and students. By signing this form, you have acknowledged the seriousness of adhering to the following guidelines:

1. Any information shared during the time of volunteering regarding a specific student or group of students should not be discussed.
2. If information is brought to you by a child, you are responsible for sharing this information with the child's teacher, principal or counselor.
3. Do not take part in starting or continuing rumors about any staff or student's school activities and/or personal life.

Failure to act in accordance with this agreement may result in revoking your volunteer privileges.

I have read and understood the information referred to and contained on this form.

Signature: _____

Printed Name: _____

Date: _____

Harney County School District No.3

550 North Court Avenue
Burns, Oregon 97720
Phone 541-573-6811 Fax 541-573-7557

EMERGENCY CONTACT INFORMATION

Please fill this form out completely and return to the District Office. If more room is needed, continue on the back of the form. Thank you.

PERSONAL INFORMATION

Employee Name: _____
Current Address: _____ City _____
Mailing Address (if different than above) _____ City _____
Home Phone Number: _____ Cell Phone Number: _____
E-mail Address: _____

SCHOOL/BUILDING INFORMATION

School: _____	Address: _____
City: _____	Phone #: _____
Principal: _____	Supervisor: _____

MEDICAL INFORMATION

Medical Conditions: _____	
Medicine you are taking: _____	
Physician's Name: _____	Phone #: _____
Address: _____	City, State: _____

EMERGENCY CONTACT INFORMATION

Name: _____	
Relationship: _____	Phone #: _____
Address: _____	City, State: _____
Name: _____	
Relationship: _____	Phone #: _____
Address: _____	City, State: _____

I authorize Burns-Hines School District personnel to seek medical attention on my behalf should the need arise.

Signature: _____

Print Name: _____

Date: _____

Harney County School District #3 – Volunteer Guidelines

Thank you for volunteering, and WELCOME to our district! HCSD#3 administration, staff, teachers, parents, volunteers and most importantly, the students, appreciate your time and effort. Please follow these simple steps to getting started:

Volunteer Application and Background Check: The Criminal Background check is required by the State of Oregon for all school volunteers. Your Drivers License # will be cleared via state database. The volunteer application will help match your skill and interests with the appropriate volunteer project or classroom. You will be contacted by a district employee when you are clear to begin volunteering.

Sign In: Each time you enter a school, please proceed to the Main Office and sign in. This allows our staff to keep track of volunteer hours for grant purposes, and to know who is in the building in case of an emergency. If you volunteer off site, please include your hours the next time you sign in.

Badge/ID: Please wear a Volunteer / Visitor badge or sticker while in the schools.

Safety and Security/Emergency Situations: Each school holds a monthly evacuation / emergency drill. Exit the building immediately upon hearing/seeing alarm signals and find the nearest adult employee for further instructions. Remember your common sense is the basis of our students' safety.

Driver's Information and Insurance Form: If you will be driving students to school related events, this form must be completed annually.

Conduct: School rules apply to volunteers as well as staff and students: language, dress code and zero tolerance for tobacco, alcohol and weapons. Each **School Handbook** outlines these expectations. One major exception is **cell phones:** adult volunteers may use cell phones as appropriate.

Confidential Information: You may be privy to information on grades, discipline, behavior, Individual Education Plan (IEP) classification and more. Students and teachers trust that our volunteers will not divulge this information, even to family members.

Maintaining Appropriate Boundaries: Focus conversations on academics, school events and school activities; refer personal issues to the school administrator, counselor or classroom teacher; refrain from making comments that could have sexual overtones.

Stay in a group or public part of the school; avoid being alone with a student.

Treat all students fairly and equally; avoid favoritism such as special privileges or gifts.

Limit interactions to the school environment; don't meet with students outside of school or communicate with students electronically (text messaging, social networking sites, email, etc).

Be cautious about physical contact with students, contact including but not limited to; lap sitting, tickling, frontal hugs and shoulder massages are not appropriate.

Punctuality/Missed Days: Please notify the main office or your staff contact as soon as you know you will miss a planned volunteer session.

Feedback: Please let us know how your volunteer experience is progressing. Feedback can be given at the main school offices or District Office. Volunteering should be beneficial for all parties. We hope to find the right place, right time, and right job for each volunteer for the greater good of our students.

Again, THANK YOU!

HCSD #3 Staff and Administration