

## VOLUNTEER AUTHORIZATION

- 1.0 The District values the presence of volunteers who support its educational programs and activities. Therefore, the Superintendent authorizes the use of volunteers when they perform duties on behalf of the District as authorized by the principal, or by the Superintendent's designee for services to be performed at the District level. Principals and the Superintendent's designee may delegate supervision of volunteers to other District staff.
  - 1.1 Volunteers shall complete a volunteer application, sign the statement of understanding, complete the volunteer screening and skills inventory forms. Volunteer applicants will be screened by the principal or the Superintendent's designee prior to providing ongoing volunteer services.
  - 1.2 Volunteers requesting to assist with secondary school athletics or activities shall complete and sign the Authorized Athletics Volunteer Agreement.
  - 1.3 Non-court ordered students requesting to volunteer at a school other than the one they attend shall be screened by the principal, Safe and Secure Environments Department or Superintendent's designee prior to providing volunteer services. The screening may involve review of the student's behavior/discipline records maintained by the District. Screening results will be considered in the approval or denial of a volunteer application. These students will not be required to complete a volunteer application, but shall read and sign the Volunteer Code of Conduct.
  - 1.4 Individuals who have been court-ordered to perform community service are not authorized to serve as volunteers unless the individual is a District student and is approved by a building administrator to perform community service in the student's school of enrollment.
  - 1.5 Volunteer activities must take place in a highly public setting when working with students. All volunteer activities shall be conducted under supervision of school or District staff.
- 2.0 The District reserves the right to require background checks and/or fingerprinting of any prospective or current volunteer. Principals and the Superintendent's designee shall determine when circumstances supporting a background check/fingerprinting exist.
  - 2.1 All prospective and current volunteers shall have a registered sex offender screening conducted by school staff or the District's Safe and Secure Environments staff.
  - 2.2 The principal or designee has the right to deny or revoke any person's volunteer status at any time.
  - 2.3 The principal or designee determines the schedule, work location and duties of volunteers.
- 3.0 Each school shall develop and implement procedures for registering the presence of volunteers in the building.
- 4.0 Each school shall communicate applicable District policies and provide appropriate training to authorized volunteers who serve on a regular basis.

LEGAL REFERENCE:  
C.R.S. 24-10-103(4)(a)

CROSS REFERENCE:  
Code: 6270



Date Application Received \_\_\_\_\_  
Initial \_\_\_\_\_  
Assignment \_\_\_\_\_  
Date \_\_\_\_\_

**VOLUNTEER APPLICATION**  
Adams 12 Five Star Schools

Thank you for your interest in the Adams 12 Five Star Schools. We appreciate volunteers and the role they play in continually improving our schools. We realize you're taking the first steps in contributing time to your schools and District. Please complete the following questionnaire. We have a responsibility to our parents and children to know those who work in our schools and therefore reserve the right to conduct background checks and fingerprinting of any volunteers. Please answer each question completely. Please type or print your responses in blue or black ink. Information you provide in this application is considered confidential.

**Personal Data**

Last Name	First Name	Phone	
Street Address	City	State	Zip Code

Date of Birth \_\_\_\_\_

Interested in the Senior Tax Rebate Program? Yes \_\_\_\_\_ No \_\_\_\_\_  
*(Must be 60 years of age or older and own property in Adams County.)*

Do you have a valid driver's license? \_\_\_\_\_ Number \_\_\_\_\_

Have you volunteered in the Adams 12 Five Star Schools before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when and where? \_\_\_\_\_

When would you prefer to work? a.m. \_\_\_\_\_ p.m. \_\_\_\_\_ either \_\_\_\_\_

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Any Day \_\_\_\_\_

I prefer: Elementary \_\_\_\_\_ Middle Level (Grades 6-8) \_\_\_\_\_ High School \_\_\_\_\_

Central Administration \_\_\_\_\_ Support Services \_\_\_\_\_

I would be most comfortable working with: Adults \_\_\_\_\_ Students \_\_\_\_\_

Use this section to describe your qualifications, areas of expertise, and capabilities. Include specific skills, use of office equipment, machinery and computers.

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**CHARACTER REFERENCES**

Please provide the names, addresses and phone numbers for at least two (2) non-family members who know you and can speak to your skills and character.

1.

Name		Phone	
Address	City	State	ZIP

2.

Name		Phone	
Address	City	State	ZIP

**LEGAL INFORMATION**

Have you ever been convicted, pled nolo contendere, or received a deferred prosecution or judgment in response to a felony, misdemeanor, or criminal charge (excluding minor traffic offenses such as speeding)? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been involuntarily terminated, asked to resign or tendered your resignation to avoid termination in connection with any position in which you worked with children? Yes \_\_\_\_\_ No \_\_\_\_\_

Are there any past or present incidents which would provide the basis for alleging that you engaged in immoral conduct which affects the health, safety or welfare of children? Yes \_\_\_\_\_ No \_\_\_\_\_

If your answer is "yes" to any of the above questions, please provide complete details on a separate sheet stating date, charge, place and action taken. Be advised that an affirmative answer does not automatically disqualify an applicant. An additional notarized statement similar to the above will be required, if you are recommended for the position.

**STATEMENT OF UNDERSTANDING**

I hereby authorize any employee, law enforcement agency, administrator, state agency, institution or private information bureau to provide Adams 12 Five Star Schools, or any person or agency so authorized, any and all information they might have, personal or otherwise, with regard to any subject which may bear upon my fitness for the position.

This authorization shall be valid as long as the application remains active in the Adams 12 Five Star Schools District or, if I should become a volunteer for the Adams 12 Five Star Schools, for the duration of my position. A photographic copy of such authorization shall be as valid as the original.

I agree that neither Adams 12 Five Star Schools nor any such parties listed herein shall be held liable in any respect if any position offered is not tendered, is withdrawn or my position is terminated due to falsity of the statements and answers in this application form, made or given pursuant to this application. Denial of information requested above may prevent consideration of this application.

I have read the Adams 12 Five Star Schools volunteer handbook and agree to follow all District policies, procedures and protocols with regard to student safety, confidentiality, discipline and school rules.

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Signature

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Date

### VOLUNTEER SCREENING

I, \_\_\_\_\_ ,  
(Printed Name)

wish to volunteer at \_\_\_\_\_  
(School / Schools)

for school year \_\_\_\_\_  
(School Year)

Before I am allowed to volunteer I agree that I am not currently, nor have I ever been, listed as a registered sex offender (RSO) in this or any other state. I agree to a registered sex offender check before I am allowed to work with any Adams 12 students. If I was previously listed as a registered sex offender I agree to full disclosure of the circumstances of my registered sex offender status and authorize a full background check.

**ATTEST:**

I have never been listed as a RSO: \_\_\_\_\_  
(Signature)

I am currently listed as a RSO in \_\_\_\_\_ . \_\_\_\_\_  
(State) (Signature)

I was listed as a RSO in \_\_\_\_\_ , from \_\_\_\_\_ . \_\_\_\_\_  
(State) (Years) (Signature)

**Staff Use Only:**

RAPTOR Check: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Follow up requested: \_\_\_\_\_

### Volunteer Skills Inventory

Please check the box next to the skills you have in each category. Add any additional skills in number 6.

**A. – CLERICAL**

- 1. Type \_\_\_\_\_
- 2. Sort / File \_\_\_\_\_
- 3. Telephone \_\_\_\_\_
- 4. Data Entry \_\_\_\_\_
- 5. Copy Machine \_\_\_\_\_
- 6. Marquee/Signage \_\_\_\_\_

**B. – TUTORING**

- 1. Math \_\_\_\_\_
- 2. Reading \_\_\_\_\_
- 3. History \_\_\_\_\_
- 4. Geography \_\_\_\_\_
- 5. Science \_\_\_\_\_
- 6. Gifted/Talented \_\_\_\_\_

**C. – FOREIGN LANGUAGES**

- 1. Spanish \_\_\_\_\_
- 2. French \_\_\_\_\_
- 3. German \_\_\_\_\_
- 4. Japanese \_\_\_\_\_
- 5. Latin \_\_\_\_\_
- 6. Sign Language \_\_\_\_\_

**D. – COMPUTER**

- 1. Word Processing \_\_\_\_\_
- 2. Spread Sheets \_\_\_\_\_
- 3. Desktop Publishing \_\_\_\_\_
- 4. Programming \_\_\_\_\_
- 5. Repair \_\_\_\_\_
- 6. Web Site \_\_\_\_\_
- 7. Tech Support \_\_\_\_\_

**E. – ENRICHMENT**

- 1. Art \_\_\_\_\_
- 2. Dance \_\_\_\_\_
- 3. Writing \_\_\_\_\_
- 4. Music \_\_\_\_\_
- 5. Theater \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_

**F. – PHYSICAL EDUCATION AND PLAYGROUND**

- 1. Supervision \_\_\_\_\_
- 2. Score Keeper \_\_\_\_\_
- 3. Handicapped \_\_\_\_\_
- 4. Equipment \_\_\_\_\_
- 5. Sports Medicine \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_

**G. – FIELD TRIPS**

- 1. Chaperone \_\_\_\_\_
- 2. Planning \_\_\_\_\_
- 3. Arrangements \_\_\_\_\_
- 4. Alternate Activity \_\_\_\_\_
- 5. Evaluation \_\_\_\_\_
- 6. \_\_\_\_\_

**H. – CAFETERIA**

- 1. Table/Monitor/Mother \_\_\_\_\_
- 2. Table Sanitizer \_\_\_\_\_
- 3. Recess Monitor \_\_\_\_\_
- 4. Class Chaperon \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

**I. – LABORATORIES**

- 1. Preparation \_\_\_\_\_
- 2. Sciences \_\_\_\_\_
- 3. Computer \_\_\_\_\_
- 4. Industrial Arts \_\_\_\_\_
- 5. Domestic Arts \_\_\_\_\_
- 6. \_\_\_\_\_

**J. – LIBRARY**

- 1. Re-shelving \_\_\_\_\_
- 2. Check Out \_\_\_\_\_
- 3. Displays \_\_\_\_\_
- 4. Periodicals \_\_\_\_\_
- 5. Story Telling \_\_\_\_\_
- 6. \_\_\_\_\_

**K. – CLINIC**

- 1. Attendant \_\_\_\_\_
- 2. Record Keeping \_\_\_\_\_
- 3. Supplies Management \_\_\_\_\_
- 4. Parent Notification \_\_\_\_\_
- 5. TLC \_\_\_\_\_
- 6. \_\_\_\_\_

**L. EXTRA CURRICULAR**

- 1. Odyssey of the Mind \_\_\_\_\_
- 2. Omnibus \_\_\_\_\_
- 3. Spelling Bee \_\_\_\_\_
- 4. Young AmeriTowne \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

**M. – PRINT SHOP**

- 1. Binding / Collating \_\_\_\_\_
- 2. Bulk Mail \_\_\_\_\_
- 3. Graphics \_\_\_\_\_
- 4. Photography \_\_\_\_\_
- 5. Clerical \_\_\_\_\_
- 6. \_\_\_\_\_

**N. – MAINTENANCE**

- 1. Custodial \_\_\_\_\_
- 2. Yard Work \_\_\_\_\_
- 3. Landscaping \_\_\_\_\_
- 4. Machine Repair \_\_\_\_\_
- 5. Warehouse \_\_\_\_\_
- 6. \_\_\_\_\_

**O. – MISCELLANEOUS**

- 1. Fundraising \_\_\_\_\_
- 2. Community Organizing \_\_\_\_\_
- 3. Newsletters \_\_\_\_\_
- 4. Crafts \_\_\_\_\_
- 5. Copy Machine \_\_\_\_\_
- 6. \_\_\_\_\_

**P. – COACHING OR ACTIVITIES**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

**Q. – SERVICE CLUBS AND ORGANIZATIONS**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

**R. – OTHER INTERESTS**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

**AUTHORIZED SECONDARY ATHLETICS/ACTIVITES VOLUNTEER AGREEMENT**

Adams 12 Five Star Schools, hereinafter called the District, and \_\_\_\_\_, hereafter called Volunteer, hereby agree as follows:

1. The District hereby contracts with Volunteer for the period commencing \_\_\_\_\_, 20\_\_\_\_\_, and ending \_\_\_\_\_, 20\_\_\_\_\_.
2. Volunteer understands and agrees that he/she will not receive monetary compensation for services rendered to the District.
3. Volunteer shall be under supervision of the athletic director/head coach/activities director/principal. Volunteer agrees to perform such services and assignments as directed by and in accordance with the requirements of the school's athletic director/head coach/activities director/principal, all District policies, and all state and federal laws.
4. Volunteer shall assist one or more certificated coaches or teachers in the instruction, direction and supervision of students in the assigned sport or activity.
5. Volunteer understands that worker's compensation laws do not apply to this agreement and that the District shall have no obligation to pay for any medical treatment, lost wages, or other loss suffered by Volunteer while providing these volunteer services.
6. The Volunteer hereby authorizes the District to conduct a registered sex offender screening of the Volunteer and such further background/reference checks as the District deems appropriate.
7. This contract may be terminated by either party upon five (5) days written notice.
8. Volunteer agrees to indemnify, save, and hold harmless the District against any and all claims, losses, injuries, damages, expenses, liability and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the Volunteer.

ATTEST:

\_\_\_\_\_  
Volunteer Date: \_\_\_\_\_

**Staff Use Only:**  
RAPTOR Check: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_  
Athletic Director / Activities Director / Principal  
\_\_\_\_\_ School Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
District Athletic Director (if applicable)

Approved: \_\_\_\_\_

Follow up requested: \_\_\_\_\_