

In a continuing effort to keep our students safe, Caledonia Community School District (Board Policy #4120.09) requires that all volunteers submit to a criminal background check and Sex Offenders Registry (SOR) search prior to participating in any volunteer activities involving our students. Thank you for your understanding and for all that you do on behalf of our students.

Every volunteer must review the CCS Volunteer Guidelines prior to volunteering in the District. Please do the following prior to completing this form:

1. Review the Volunteer Guideline document found on the District website at: [www.calschools.org/resources/volunteering/](http://www.calschools.org/resources/volunteering/)
2. **Sign last page of the Volunteer Guideline document and return with this form at least 10 days prior to scheduled event.**

**The Volunteer Consent Form will be kept confidential at the District Office.**

Completion of this form will be required annually.

**PLEASE ATTACH COPY OF DRIVERS LICENSE (Front side only)**

## VOLUNTEER CONSENT FORM

- ☐ Parent/Guardian      ☐ Grandparent  
☐ Other (Relationship) \_\_\_\_\_

**PLEASE PRINT**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Initial: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_

Race: ☐ White ☐ Black ☐ Asian/Pac. Islander ☐ Am. Indian/Alaskan Native  
☐ Other

Sex (Male or Female): \_\_\_\_\_

Birthdate: \_\_\_\_\_ (mm/dd/yy)

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Height: \_\_\_\_\_

Other Last Names (Includes maiden): \_\_\_\_\_

Other First Name: \_\_\_\_\_

Other Middle Initial: \_\_\_\_\_

Name(s) of CCS Student(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

Have you ever plead guilty to or been convicted of a criminal offense in a State or Federal Court?

☐ Yes      ☐ No

*(If Yes, please provide detailed description of conviction, including date(s), whether Misdemeanor or Felony, etc)*

\_\_\_\_\_

Do you have any felony charges pending against you?

☐ Yes      ☐ No

*(If Yes, please provide details of investigation or pending charges)*

\_\_\_\_\_

I understand that the above information is required by the Central Records Division of the Michigan State Police, Lansing, Michigan. I authorize Caledonia Community Schools to utilize the above information for the sole purpose of obtaining a conviction only criminal history file and a SOR search pursuant to Public Act 68 of 1993, Public Act 83 of 1995 and Caledonia Schools Board Policy #4120.09.

**CHECK THE BUILDINGS IN WHICH YOU WILL BE VOLUNTEERING:**

- ☐ Caledonia Elementary    ☐ Dutton Elementary    ☐ Emmons Lake Elementary    ☐ Kettle Lake Elementary    ☐ Duncan Lake Early Childhood Center  
☐ Paris Ridge Elementary    ☐ Duncan Lake Middle School    ☐ Kraft Meadows IS    ☐ Caledonia High School

**POSITION(S) TO BE HELD (Circle One, providing detail on line) If nothing is circled, the form will be denied.**

Classroom Volunteer \_\_\_\_\_

Field Trip Volunteer \_\_\_\_\_

Volunteer Athletic/Club Coach (List Sport/Club) \_\_\_\_\_

Company Volunteer (List Company Name) \_\_\_\_\_

By affixing your signature to this form you acknowledge your statements are to be true and give full consent to complete requested background check.

**Volunteer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY**

Approved ☐ Denied ☐ Restrictions: \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

## **4120.09 - VOLUNTEERS**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the support staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Any person who volunteers to work with the District shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and/or the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program.

The Superintendent is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer including signing, if appropriate, the District's Network and Internet Access Agreement Forms;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;

The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.

Revised 7/1/02

Revised 2/27/07

Pursuant to Public Act 68 of 1993, Public Act 83 of 1995 and Caledonia Community Policy# 4120.09:

- (1) The Board of Education of the school district or governing body of the nonpublic school (the "school") must request a criminal history check and Sexual Offenders Registry check from the Central Records Division of the Michigan Department of State Police and/or the Federal Bureau of Investigation (FBI).
- (2) Until that report is received and reviewed by the School, I am regarded as a conditional employee or volunteer.
- (3) If the report received from the Michigan Department of State Police or FBI is not the same as my representation(s) above respecting either the absence of any conviction(s) or any crime(s) or misdemeanor(s) of which I have been convicted, my employment contract or volunteer status is voidable at the option of the School. If Caledonia Community Schools discontinues my employment (and any attendant contractual statutory and/or common law rights) shall be considered terminated and the Caledonia Community Schools, administrators, employees and agents shall not be liable for the termination of my employment.