

## SCHOOL VOLUNTEER REGISTRATION FORM

The Saco School Board and Administration requires that everyone volunteering in any of the Saco Schools reads and signs this Volunteer Registration Form. A volunteer further enhances the educational opportunities and experiences of the children within the school district. The volunteer program is an integral part of the school community requiring dependability and cooperation on the part of the volunteer.

**Please attach a copy of your current driving license or Maine State Identification. Forms will NOT be processed without a copy.**

Print Name: \_\_\_\_\_ Date of Birth (m/d/year): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name(s) of students attending Saco Schools: \_\_\_\_\_

Grade(s): \_\_\_\_\_ and school(s) \_\_\_\_\_

Do you have any special experiences or interests you think could be shared with the principal or staff? Ex. Willing to host students at your place of employment, professional experiences, foreign travel, special interests, hobbies, etc. \_\_\_\_\_

**In accordance with district policy and in order to ensure the safety of students, we need to have the following questions answered:**

1. Have you ever been charged with or investigated for sexual abuse or sexual harassment? \_\_\_Yes \_\_\_No
2. Have you ever been convicted of a criminal offense, entered a plea of guilty, received deferred disposition, or entered a plea of "no contest" (nolo contendere) to a criminal charge? \_\_\_Yes \_\_\_No

*If you check "no" and a criminal record is found, you will not be allowed to volunteer. If you answered "yes" to either of the previous questions, please explain in detail on a separate sheet of paper. Note: Criminal charges, investigations, arrests or conviction of a crime or misdemeanor are not necessarily bars to volunteer service. All information will be treated confidentially.*

I have read the Saco School Department policy IJOC-E1 (School Volunteer Registration Form).

I understand that as a volunteer in the Saco Schools that ALL student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. I also understand that even when I am no longer a volunteer in the schools, any confidential information I have learned must continue to be kept confidential. I understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action against me.

I understand that I must comply with all Saco School Committee policies and school rules applicable to school staff as well as all directions from school administrators and staff while serving as a volunteer. I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the school principal at any time if he or she determines it is in the best interests of the Saco schools.

*I understand that I have an obligation to maintain the highest level of ethical conduct and am aware of the need for confidentiality in regard to any school/child related information and recognize that activities will be directed at all times by the classroom teacher and/or volunteer coordinator in accordance with all the established educational policies and objectives. I agree to fulfill my obligations as a school volunteer and to adhere to the district's policies. My signature below gives authorization to check my references, employment history, and criminal history. It also authorizes the release of information by any state, local or federal agency.*

Signature: \_\_\_\_\_

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

Adopted: 5/27/15  
Revised 5/3/17  
Revised 11/6/19