

I CHAT completed _____

Approved _____

Denied _____

VOLUNTEER REGULATIONS

for L'Anse Creuse Early Childhood Centers

Name of Center:

Name of Student:

Teacher _____

Program _____

1. A volunteer is a person from the community who is approved by the Director at that building, where his/her services are utilized.
2. Volunteers can be assigned to assist the school district staff in providing instructional training to students.
3. Volunteers cannot be assigned to relieve staff of their responsibilities.
4. Volunteers shall work only under direct supervision of the designated staff or building Director.
5. Volunteers must abide by and enforce all school regulations and decisions regardless of whether or not they personally support them.
6. Volunteers are not authorized to make personnel decisions.
7. Volunteers are not to deal directly with parent concerns, and should refer all contacts by parents to the Director.
8. Volunteers shall not receive remuneration in any form for their services.
9. Only authorized volunteers are covered by school district liability insurance.
10. Volunteers shall not treat injuries, *except emergency first aid*.
11. A volunteer is personally responsible for his/her actions. Inappropriate conduct may result in an individual's relationship with the program being discontinued.
12. A volunteer shall not drive a personal vehicle to transport students. If an exception is necessary, prior approval of the district is required.
13. A volunteer shall not discipline children.
14. A volunteer shall not have access to student records.
15. A volunteer shall wear identification at all times during volunteer activity.

This information is required for the Michigan State Police Internet Criminal History Access Tool, as well as the Public Sex Offender Registry (PSOR) and will not be used for any other purpose. Any individual registered on the PSOR is prohibited from having contact with any child in care.

VOLUNTEER NAME (please print clearly): _____
Last, First Middle Name

Race: _____ M ___ / F ___ Birth date: ___ / ___ / ___

Have you ever been convicted of a misdemeanor or felony offense: _____ If yes, explain: _____

I certify that the answers given here are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application to volunteer, including conducting a criminal history check. I further understand and agree that I have an obligation to immediately notify the building administrator and/or a school official of any changes in the information provided herein. I hereby release and forever discharge L'Anse Creuse Public Schools, its agents, officers and employees from any and all actions, causes, claims and demands, for, upon or by reason of any damage, loss or injury, which may be sustained by me, of any nature or kind as a result of this application, the criminal history check, or my activities as a volunteer.

I also certify that I am aware that abuse and neglect of children is against the law, I have been informed of the center's policies on child abuse and neglect and that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

Signature _____ **Date** _____

NOTICE OF NONDISCRIMINATION. It is the policy of L'Anse Creuse Public Schools not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Assistant Superintendent for Human Resources, L'Anse Creuse Public Schools, Harry L. Wheeler Community Center and Administrative Offices, 24076 F. V. Pankow Blvd., Clinton Township, MI 48036, and (586) 783-6300. Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director for Special Education, (586) 783-6300.