

# VOLUNTEER REGULATIONS

## PLEASE FILL OUT ONE FORM PER BUILDING

Name of School:

Name of Student:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Grade

1. A volunteer is a person from the community who is approved by the Athletic Director or Principal 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, principal, assistant principal or building athletic director.
5. Volunteers must abide by and enforce all school & team regulations and decisions regardless of whether or not they personally support them.
6. Volunteers are not authorized to make personnel decisions, cuts, etc.
7. Volunteers are not to deal directly with parent concerns, and should refer all contacts by parents to the head coach, principal or assistant principal.
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*, or prescribe rehabilitation programs.
11. A volunteer is personally responsible for his/her actions. Inappropriate conduct may result in the individual being asked to discontinue his/her relationship with the program.
12. A volunteer shall not drive a personal vehicle to transport students. If an exception is necessary, prior approval of the principal/athletic director 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 and will not be used for any other purpose.**

VOLUNTEER NAME (please print clearly): \_\_\_\_\_  
Last, First Middle Int.

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.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_