

John Landgaard  
Superintendent

David Skog  
Director of Operations



1117 Marine Avenue  
Worthington, MN 56187

Phone 507-372-2172  
Fax 507-372-2174

## Independent School District 518

### Volunteer Application

Legal Name (Frist, Middle, Last) \_\_\_\_\_

Best Way to contact me (Please check all that apply)

\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_ Home Phone \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_ Work Phone \_\_\_\_\_

Please indicate the days and times most convenient for you to volunteer:

- Monday Times: \_\_\_\_\_
- Tuesday Times: \_\_\_\_\_
- Wednesday Times: \_\_\_\_\_
- Thursday Times: \_\_\_\_\_
- Friday Times: \_\_\_\_\_

I need advance notice of

- 1 Day
- 2 Days
- 1 Week
- More than a week

We will provide reasonable accommodation with advance notice to persons with disabilities upon request.

- Accommodations Request:

\_\_\_\_\_  
\_\_\_\_\_

### Emergency Contact Information

In case of a medical emergency, please provide the name and contact information of a person you would like us to contact.

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

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**Criminal Record History Release Form (background check) – Volunteers:** Worthington Public Schools #518 requires volunteers 18 years and older to complete a Disclosure and Release of Information Authorization form to protect our volunteers and students. Every volunteer 18 years and older must sign a form each year at each building where they will volunteer. The assignments in a volunteer situation will determine whether a check will be done. All fees for such a check are at the volunteer's expense.

## Background Check

### Combined Disclosure Notice & Authorization Regarding Background Consumer Reports

Independent School District 518 may obtain information about you for employment purposes from a third-party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by The McDowell Agency, Inc. at Tel: (651) 644-3880, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Independent School District 518 and/or The McDowell Agency, Inc. at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, local, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by The McDowell Agency, Inc., another outside organization acting on behalf of the Company, and/or the Company itself.

By signing below, I acknowledge that I have read and understand the **DISCLOSURE REGARDING BACKGROUND INVESTIGATION.**

By signing below, I acknowledge that I have read and understand the **AUTHORIZATION AND ACKNOWLEDGMENT, A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT, and STATE SPECIFIC RIGHTS OF APPLICANTS OR EMPLOYEES.**

Date \_\_\_\_\_

Signature \_\_\_\_\_

(MN/CA/OK/ME/NY Residents Only): Do you wish to receive a copy of your consumer report? If so, please come into the District Office at 1117 Marine Ave. to pick up a copy.

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## Background Check Form

**The background check will NOT be processed until a \$15 payment is received. Payment can be made at the District Office with cash or check. Or you may pay online with the next task in the checklist.**

Full Name (First, Middle, Last) \_\_\_\_\_

Social Security Number (xxx-xx-xxx) \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_

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

Other Names Used (If this doesn't apply, please put 'n/a').

\_\_\_\_\_  
\_\_\_\_\_

### Current Address

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

### Previous addresses in the last 7 years.

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

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## **WORTHINGTON PUBLIC SCHOOLS**

### **VOLUNTEER GUIDELINES**

Thank you for your willingness to share your time and talents with Worthington Public Schools. We consider your involvement very important and ask that you follow the guidelines outlined below to help us maintain a safe and respectful environment for all.

#### **Confidentiality**

Confidentiality is very important. While volunteering, you may observe, read or hear about individual students and their school or home experience. Do not discuss your observations or opinions about a student with anyone other than the student's teacher or school principal. All information about student abilities, behavior, relationship, grades or background is confidential. We depend on our volunteers to maintain confidentiality of our students, staff, and volunteers.

#### **Sign In/Out**

You are required to sign-in before you begin your volunteer activity. Stop in the office immediately upon arrival each time you volunteer. For the safety of everyone, we need to know who is in the buildings and where to locate you in case of an emergency. Don't forget to sign out. If you do volunteer work at home, keep track of the time and be sure these hours are recorded. A record of volunteer hours enables the school to evaluate its volunteer program and recognize volunteers for their contribution of time.

#### **Name Badges**

Volunteers must wear an official volunteer name badge while in the building. Name badges identify you to students, staff, and other volunteers as a registered volunteer.

#### **Dependability**

In the event you will be late or unable to keep your commitment, please call the school office as soon as possible. Students and staff are counting on you; therefore, dependability and promptness are important.

#### **Student Discipline**

Discipline is the responsibility of the classroom teacher or principal. Volunteers should maintain order in their group or activity, however discipline should be left to the school employees. Please report any problems with a student's behavior to the supervising staff person.

#### **Contact with Students**

For safety reasons, please observe the following when working with students:

- Avoid being totally isolated with a child, such as a room with a closed door. Work only in areas of the school building which are in continual, direct supervision of district professional staff. Use the staff/adult restroom facilities rather than the student facilities.
- Refrain from giving students gifts, rewards, or food items of any kind without the teacher's permission.
- All interactions between you and students must take place only at scheduled times and in the school.

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### **Diversity**

Our school community is diverse. It is important that we work with one another without bias and be considerate of cultural, economic, moral and value differences.

### **Younger Children**

Many of the volunteer jobs require your undivided attention. If you have younger children, talk to your staff contact about volunteer projects that you can do at home.

### **Tobacco Free/Chemical Free**

Smoking and use of tobacco products, alcohol and chemicals are prohibited on school district property.

### **Use of Cell Phones**

In order to provide an optimum environment for learning, cell phones must be turned off while in or near the classrooms or the media center. Please conduct cell phone conversations away from areas of learning.

### **Religious, Racial and Sexual Harassment**

Religious, racial or sexual harassment is a violation of state law and school district policy. If you believe that you have been a victim of harassment or violence or have information about the harassment or violence of any adult or student, report it to your staff contact or school principal.

### **Suspected Child Abuse**

As you build trust with students, you may become aware of abuse in their lives. The State law requires that education professionals and volunteers report any suspected abuse or neglect. If a student gives you information that causes alarm, notify the child's teacher or school principal immediately.

### **Criminal History Background Checks**

Recognizing our responsibility to ensure the safety and security of our students and everyone connected with the schools, volunteers 18 years and older are subject to a criminal history background check. The School Board policy states you must complete a Background Check Authorization Form (The McDowell Agency) which gives the district permission to conduct a criminal records search.

### **Dress**

As a representative of Worthington Public Schools, volunteers, like staff, are responsible for presenting a good image to students and the community. We ask that your attire be neat, conservative and appropriate for the task you are doing.

### **Accidents or Injury**

Any accident or injury should be immediately reported to the school office. The district insurance coverage does not include the use of personal automobiles for volunteers traveling to and from the site or for transporting others while serving as a volunteer.

### **Job Duties**

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It is important that volunteers stay within the parameters of a given assignment. If possible, meet with your staff contact before you begin. This will give you an opportunity to discuss your assignment, and learn about responsibilities and procedures.

### **Other Considerations**

#### **Assignment**

If your assignment is not working or if you have a problem you are reluctant to discuss with the teacher, please contact the school principal or assistant principal.

#### **Documentation**

Let the building principal know if you would like documentation of your volunteer hours for academic or employment purposes. Many employers now recognize the marketable value of skills learning through volunteering; and some colleges allow credit for volunteer experience.

Thank you! We hope you have a wonderful and rewarding volunteer experience. Your presence in our schools sends a strong message that our community values education. Thanks for making a difference for the students and staff of the Worthington Public Schools.

I, \_\_\_\_\_ have read and agree to follow these guidelines.

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

\_\_\_\_\_

**NOTE:** This Volunteer Form needs to be completed annually for all volunteers in the District. Worthington Public Schools reserves the right to remove anyone from the approved volunteer listing.

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## VOLUNTEER GUIDELINES GRID

| VOLUNTEER ASSIGNMENT REQUIRES:   | VOLUNTEER APPLICATION FORM | COMPLETE BACKGROUND SCREENING FORM | SIGN IN/OUT | VOLUNTEER GUIDELINES FORM (TRAINING) | SUBMIT FOR A CRIMINAL HISTORY SEARCH |
|--|----------------------------|------------------------------------|-------------|--------------------------------------|--------------------------------------|
| Staff supervised volunteer with student:<br><b>onsite</b><br>e.g., classroom volunteer, reading in classrooms, spelling bee                      | X                          | X                                  | X           | X                                    |                                      |
| Staff supervised Volunteer with group:<br><b>onsite onetime special event</b><br>e.g., guest speaker   |                            |                                    | X           |                                      |                                      |
| Staff supervised volunteer with group:<br><b>event management</b><br>e.g., ticket takers   |                            |                                    | X           |                                      |                                      |
| Staff supervised volunteer with group:<br><b>on or offsite</b><br>e.g., fieldtrip, chaperones, room parties, book fair, vision/hearing screening | X                          | X                                  | X           | X                                    |                                      |
| Student volunteers with staff direction:<br><b>onsite</b><br>e.g., peer helpers, peer tutors   | X                          |                                    | X           | X                                    |                                      |
| Volunteer supervised activities:<br><b>on or offsite</b><br>e.g., overnight fieldtrips, band trips, retreats, pull out classes                   | X                          | X                                  | X           | X                                    | X                                    |
| Extra-or Co-curricular and academic coaching<br><b>on or offsite</b><br>e.g. football, ASP, robotics<br><b>MN Law Requires (8/1/08)</b>          | X                          | X                                  | X           | X                                    | X                                    |

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### Volunteer Process Map

**NOTE:**  
Volunteer guidelines is not completed at the time of the volunteer application, this is sent from the DO after background check (as needed) is completed.

