



**Timberlane Regional School District
VOLUNTEER ASSURANCES AND DESIGNATION FORM**

Dear Volunteer Applicant,

Welcome to our School Volunteer Program! The District recognizes the valuable contribution made by volunteer assistance of parents and other citizens. A school volunteer is anyone providing volunteer service to support our schools, including service at school, field trips, chaperone events or to assist with classroom materials. You must be 18 years or older, have the ability and skill to perform the assigned tasks .

Confidentiality: The District's school volunteer program asks all volunteers to respect students' privacy. While volunteering, please keep observations about student behavior and academic performance confidential, and only disclose pertinent, sensitive student information to a teacher, guidance counselor, assistant principal, or principal.

Student Safety: Assume full responsibility for their safety and the safety of others. Because student safety is our greatest priority, screening volunteers is required. We ask that you read New Hampshire RSA 632-A: 10, Prohibition from Child Care Service of Persons Convicted of Certain Offenses, which has been reprinted below. After reading the RSA, please sign this Volunteer Assurances form and return the form to your school office. As a volunteer you are expected to perform service in compliance with standards, directions provided and policies of the District. Volunteers who come in direct contact with our students on a daily basis, meet with students on a one-on-one basis or any other volunteer so designated by the School Board or the Superintendent will be screened through the District's regular background checking process under NH RSA 189:13-a.

As a rule, volunteers with continued service will be exempted from an annual requirement. However, a break in service on one year will require a new background check. The District also reserves the right to perform a background check on any volunteer at any time. Volunteers will be selected by the Principal or Director of the program. There is no fingerprinting cost for the volunteer. Volunteers will be terminated at the end of the program, when duties are no longer needed, or their conduct does not meet the standards of the District.

NEW HAMPSHIRE EDUCATION LAWS ANNOTATED

RSA 632-A:10 Prohibition from Child Care Service of Persons Convicted of Certain Offenses

- I. A person is guilty of a class A felony if, having been convicted in this or any other jurisdiction of any felonious offense involving child pornography, or of a felonious physical assault on a minor, or of any sexual assault, he knowingly undertakes employment or volunteer service involving the care, instruction or guidance of minor children, including, but not limited to, service as a teacher, a coach, or worker of any type in child athletics, a day care worker, a boy or girl scout master or leader or worker, a summer camp counselor or worker of any type, a guidance counselor, or a school administrator of any type.
- II. A person is guilty of a class B felony if, having been convicted in this or any other jurisdiction of any of the offenses specified in Paragraph I of this section, he knowingly fails to provide information of such conviction when applying or volunteering for service or employment of any type involving the care, instruction, or guidance of minor children, including, but not limited to, the types of services set forth in Paragraph I.
- III. A person is guilty of a class B felony if, having been convicted in this or any other jurisdiction of any of the offenses specified in Paragraph I of this section, he knowingly fails to provide information of such conviction when making application for initial teacher certification in this State.

Written signature of School Principal or Director

SCHOOL				
VOLUNTEER NAME			BIRTH DATE	I
ADDRESS			CITY	STATE ZIP
HOME TELEPHONE	()	ALTERNATE TELEPHONE	()	
EMAIL				

Please print clearly- unreadable email addresses will not be verified

1. **I certify that I have read and understand RSA 632-A:10, reprinted above.**
2. **I certify that I have never been convicted of any crime or offense involving child pornography, assault on a minor, or any sexual assault as described in RSA 632-A: 10.**
3. **I understand that my name will be forwarded to the District Human Resources Department for a screening.**
4. **I agree and will comply with the District's confidentiality requirement.**

Signature of Volunteer

I Date

Office Use Only		General Assignment Volunteer is:
Type of Volunteer	X	Designated Volunteer

Timberlane Regional School District

Volunteer Application

Please fill out both sides of the form and return it to the School Principal or Director's office to receive consideration for a volunteer position. You may mail this form to the school mailing address, attach it to an email to our volunteer coordinator at _____@ timberlane.net or drop it by our office.

After we receive your application, the school will contact you and arrange for an interview in person or by phone with our volunteer coordinator. All information on this form will be kept confidential and will help us find the perfect volunteer project for you. Please be advised that, since we work with a vulnerable population, we require a criminal background check for this position. Once your application has been approved by the Director or Principal, it will be moved forward to the SAU office by the Principal. Human Resources will then contact you.

Volunteer Application Form

First Name: _____

Last Name: _____

Do you have skills, special interests or experience that you would like us to consider when placing you into an appropriate position?

What days are you usually available? Mon: Tues: Wed: Thurs: Fri: Sat:

How many hours are you available per week? Do you prefer Morning? Afternoon?

Emergency contact:

Name: Phone: Relationship:

Please provide the names and contact information of two character, references who are not family members or friends.

Name: Name:

Telephone: Telephone

Relationship: Relationship:

Volunteer Signature: Date:

Once you have been approved by the Principal and you are fingerprinted at the SAU office, Human Resources will notify the school that you are ready to begin volunteering. The volunteer coordinator will contact you to start working. An administrator will provide an orientation including Bullying Laws and Reporting, Policy IJOC and procedures, confidentiality, dress code and conduct and use of adult restrooms only. The Superintendent's office will notify if you do not pass the criminal record check.