



# Volunteer Application

For office use only

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

Run through Raptor: \_\_\_\_\_

- Yes
- No

Date of Application \_\_\_\_\_

Thank you for your interest in serving as a volunteer with the School District of Kettle Moraine. We greatly value the partnership with parents and community members. Ensuring the safety of our students is one of our highest priorities. As a matter of protection for our students, we are requiring background checks for all volunteers. Please complete and return the **Volunteer Application** to the school office. The Department of Employee Services will conduct the background check and will update the district Volunteer list as volunteers are approved.  
**All information must be completed.**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

List all other names used (include nicknames, maiden names, or any other first or last names):

\_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number (in case we need to contact you with questions): \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Position for which you are volunteering: \_\_\_\_\_

Location: \_\_\_\_\_ Start Date: \_\_\_\_\_

All information provided above is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection or may be cause for subsequent dismissal as a volunteer.

I authorize any government agency, its officers, employees and agents to release any and all information regarding my background information to the School District of Kettle Moraine, its officers, employees and agents. I voluntarily and knowingly fully release and discharge, absolve, indemnify and hold harmless such agency, its officers and agents from any and all claims, liability, demands, causes of action, damages or costs, including attorney's fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name

**Any infractions of the expectations will result in termination of all volunteer privileges.**

No applicant will be denied a position because of past conviction, offense, violation or fine, (or pending criminal charge for any misdemeanor or felony) which is not substantially related to the circumstances of the volunteer activity. All information provided on this form and received from background checks will be used only for the purpose of determining eligibility for volunteer services. Personally identifiable information provided above will be kept confidential to the extent permitted.

**PLEASE RETURNED THIS SIGNED PAGE TO EMPLOYEE SERVICES**



# Volunteer Application

(Please keep this page for your records)

The following guidelines, developed by staff, students, parents, and administration, establish minimum standards and expectations. As a volunteer in the School District of Kettle Moraine, you agree to accept responsibilities on the following:

1. Each student is to be treated with respect and consideration.
2. You are to implement all decisions made by the teacher, co-curricular advisor or coach, who is in charge.
3. All personal contact with students, administrators, officials, athletic directors, the state high school athletic association, media, and the public, shall be conducted in the highest ethical and moral manner.
4. Understand that locations for meetings, events, fieldtrips, competitions, or contests are extensions of the school campus and that all school rules apply for students and volunteers.
5. Maintain strict confidence about students and staff. This includes health issues, academic performance and behavior, school problems, and student information in any form (including verbal or personal observations). The access to records by a volunteer shall be limited to legitimate educational interests particular to the duty performed and under the supervision of a district employee acting as the volunteer's supervisor.
6. Sign in and wear a designated volunteer badge when working in the School District of Kettle Moraine.
7. Question adults in the building who are not wearing badges and ask them to return to the school office to sign in and put on a volunteer or guest badge.
8. Make arrangements for personal child care needs while you volunteer.

## **Please review:**

- I have reviewed the School District of Kettle Moraine's operating rules and regulations concerning drug and alcohol use and tobacco use on school premises. I will not consume alcohol or any other legal drug or any intoxicant or use tobacco while working as a volunteer for Kettle Moraine. While acting as a Kettle Moraine volunteer, I agree to take an active role in the prevention of drug, alcohol and tobacco use and abuse and, under no circumstances, authorize or condone their use. (EAO3 – KMORR 541)
- I have reviewed the School District of Kettle Moraine's operating rules and regulations for staff/student relations and rules regarding student behavior and his/her own conduct while supervising students on and off school grounds. (EAO3 – KMORR New)
- I have reviewed the School District of Kettle Moraine's operating rules and regulations for employee standards of conduct. I agree to abide by all fieldtrip rules, student handbook rules, and employee conduct rules of the School District of Kettle Moraine. (EAO3 – KMORR 211, 512)
- I have reviewed the School District of Kettle Moraine's operating rules and regulations concerning prohibition of discrimination and harassment. (EAO3 – KMORR 112, 411, 458. 542)
- I commit to the concept that all students can learn and achieve the objectives to which they are assigned.
- I commit to the concept that we are responsible to all children entrusted to our care, and that as a power of one, I can make a difference.
- I commit to be a model for students through my actions, attitudes, and appearance.
- I commit to be 'value added' to this organization.
- I commit to building a student-centered organization.
- I commit to supporting best practice and research in education.
- I commit to a sense of responsibility for my personal behavior. It will be my goal to provide excellent student service.