

Alexandria Community School Corporation

202 EAST WASHINGTON STREET, ALEXANDRIA, INDIANA 46001

Telephone: (765) 724-4496; Fax: (765) 724-5049

APPLICATION FOR FIELD TRIP / SCHOOL VOLUNTEER

Date: _____/_____/_____ School (s): HS IS AE

Please print all information:

Name: _____
First Middle Last

Street _____

City _____ State _____ Zip _____

Email Address: _____ Ph. No.: _____

For what activity will you be volunteering (ie: field trip, classroom, etc.):

IF YOUR CHILDREN ATTEND ALEXANDRIA SCHOOLS:

Child's Name: _____ School Attending: _____

Child's Name: _____ School Attending: _____

Child's Name: _____ School Attending: _____

Child's Name: _____ School Attending: _____

CONFIDENTIALTY AGREEMENT

School volunteers, on occasion, have access to private information about students. Failure to respect and maintain student privacy will result in the loss of volunteer status.

*By checking this box, I am stating that I understand and agree to abide by the above confidentiality statement.

**ALEXANDRIA COMMUNITY SCHOOL CORPORATION
REQUEST FOR BACKGROUND INFORMATION AUTHORIZATION AND RELEASE**

Volunteering with the Alexandria Community School Corporation involves contact with our student population. We ask that you complete the questions below to help us evaluate your suitability to work with students. All applicants for volunteer positions are expected to provide us with background information; you are not being singled out from other applicants for closer inspection. This is part of the application and any misrepresentation or omission of fact may be grounds for disqualification from further consideration regardless of when the misrepresentation or omission is discovered.

Conviction of a crime or any affirmative answer provided by you on this is not an automatic bar to being a school volunteer. The School Corporation will consider the nature of any conviction or alleged conduct underlying an affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between an offense or alleged conduct underlying an affirmative response and the position for which you are applying.

A. Have you ever been investigated for, charged with, plead guilty or “no contest” to any crime involving the physical or sexual abuse of any person or indecency with a minor?

Yes ____; No ____.

B. Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program?

Yes ____; No ____.

(If you answered yes to any of the above questions, explain the circumstances of each on a separate sheet and attach it to this application.)

I authorize release of information for a limited criminal background check to be run by administration of the Alexandria Community School Corporation. I authorize these private or public employees or local, state, or federal agencies to provide the school corporation any information they may release concerning the matters described herein, and I will cooperate to the extent necessary to obtain the release of this information.

I EXPRESSLY WAIVE IN CONNECTION WITH ANY REQUEST FOR, OR PROVISION OF SUCH INFORMATION, ANY CLAIMS, CAUSES, OR ACTIONS, INCLUDING WITHOUT LIMITATION, DEFAMATION, INFLICTION OF EMOTIONAL DISTRESS, INVASION OF PRIVACY, OR INTERFERENCE WITH CONTRACTUAL RELATIONS THAT I MIGHT OTHERWISE HAVE AGAINST THE SCHOOL CORPORATION, ITS OFFICIALS, EMPLOYEES, TRUSTEES, OR AGENTS, OR AGAINST ANY PROVIDER OF SUCH INFORMATION.

I HAVE READ THIS AUTHORIZATION AND RELEASE OF ALL CLAIMS, AND I EXPRESSLY AGREE TO THE TERMS SET OUT HEREIN.

Please print your full name as it appears on your driver license or social security card:

Legal Name _____

Signature of Applicant _____ **Date** _____

Date of Birth _____ **Place of birth** _____ **Gender** _____ **Race** _____

It is the policy of the Alexandria School Board that no professional staff member or candidate for such a position in the Corporation shall, on the basis of race, color, religion, national origin including limited English proficiency, creed or ancestry, age, gender, marital status, disability and handicapping condition, be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

The Alexandria Community School Corporation Is an Equal Opportunity Employer

ALEXANDRIA COMMUNITY SCHOOL CORPORATION
SCHOOL ACTIVITY VOLUNTEER
INFORMATION

To: Parents and Community Members Interested In Volunteering In the Classroom, Extra-Curricular Activities/Sports, Field Trips, and/or Other School Related Activities

From: School Administrators

Thank you for your interest in volunteering in our schools. We appreciate your willingness to invest your time and talents with our students and school programs.

Assisting with school activities sometimes involves close contact with our student population. Because providing our school children with a safe and secure educational environment is our highest priority, we must do all that we can to insure their safety. Therefore, it is important that we ask you to complete the enclosed Alexandria Community School Corporation Volunteer Application. *All volunteers are expected to provide us with background information; you are not being singled out from other volunteers for closer inspection.*

Your application should be returned to the principal of the school where you would like to volunteer. If you would like to help in more than one building, please indicate such on the application. Principals will discuss with classroom teachers their needs for volunteers and assign you activities as appropriate. In some situations, all individuals interested in helping with a specific activity will not be needed and you may be considered for other activities at a later date.

You need to complete this application annually for assisting in any building in the corporation. We will maintain your application on file in our office to enable you to volunteer during that current school year.

Volunteers are vital to our educational system, and so is student safety. We believe the extra time needed for you to complete this application is worth any possible inconvenience. Please contact us at 724-4496 if you have any questions.

Thank you for your time and cooperation.