



401 W. Chicago Street, Buchanan MI 49107

VOLUNTEER/CHAPERONE/AIDE AGREEMENT

Please complete one form per volunteer per family each school year.

- 1. A volunteer/chaperone/aide is a person from the community who contributes his/her services on a regular or intermittent basis and is approved by a district administrator.
2. Volunteers/chaperones/aides can be assigned to help the school district teachers and administrators in providing instructional or extracurricular services to students.
3. Volunteers/chaperones/aides cannot be assigned to relieve teachers and/or administrators of their employed responsibilities, but are intended to support the objectives of the program/activity.
4. Volunteers/chaperones/aides shall work under the supervision of the designated teacher or administrator.
5. Volunteers/chaperones/aides must abide by and enforce all school and district policies and regulations, regardless if they personally support them.
6. Volunteers/chaperones/aides shall not meet with the students outside of school program hours or off school grounds without prior approval from a district administrator.
7. Volunteers/chaperones/aides should not deal directly with parent concerns, and should refer all contacts by parents to the teacher or administrator.
8. Volunteers/chaperones/aides shall not receive compensation from the district in any form for their services.
9. Only authorized volunteers/chaperones/aides are covered by the districts liability insurance.
10. Volunteers/chaperones/aides are not covered under workers compensation.
11. Volunteers/chaperones/aides shall not treat injuries, except in the case of emergency first-aid.
12. A volunteer/chaperone/aide is personally responsible for his/her own actions. Inappropriate conduct may result in the individual being asked to discontinue his or her relationship with the district.
13. A volunteer/chaperone/aide shall not drive a personal vehicle to transport students. If an exception is necessary, prior approval of the principal is required.
14. A volunteer/chaperone/aide shall not discipline the students.
15. A volunteer/chaperone/aide serves and his/her tenure is totally at the discretion of the district administrator.

Pursuant to 1993 Public Act 68, by signing below I represent that I have not been convicted of, or pled guilty (no contest) to any crimes, not including civil infractions. In the event that I have been convicted or pled to any crime, I agree to disclose such information below. I realize that failure to disclose will automatically result in preclusion of volunteer activities regardless of the nature or age of the conviction.

By signing below I further assert that I have never plea bargained or been convicted of criminal sexual conduct of any degree, assault with the intent to commit criminal sexual conduct, an attempt to commit criminal sexual conduct in any degree felonious assault involving a child, child abuse in any degree, or attempt to commit child abuse in any degree, torture, or indecent exposure involving a child; or a violation of Section 7410 or 7416 of the Public Health Code.

Lastly, by signing below I signify that I understand that the Board of Education must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police and that until that report is received and reviewed by the District, I am regarded as a conditional volunteer employee and if the report received is contrary to my representations above, my services will be voided by the District.

VOLUNTEER'S INFORMATION

Signature _____ Date _____

(Print) First Name _____ MI _____ Last Name _____

Male _____ Female _____ Driver's License No. _____

Maiden (other) Name _____ Date of Birth _____

Address _____

(Please use back of form if additional space is needed)

| <u>Student's Name(s)-List All</u> | <u>Building Name</u> |
|-----------------------------------|----------------------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |