



## VOLUNTEER REGISTRATION FORM

This form is completed annually. Please return to school office.

### SECTION 1: VOLUNTEER REGISTRATION FORM

This section is for **ALL** volunteers who will be volunteering for the SFSD. If at any time, you will be in the presence of students without a SFSD employee, you are **REQUIRED** to complete the online background check (Section 2).

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

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Day Evening

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Street City State Zip

Emergency Contact Person: \_\_\_\_\_  
Name Phone

Where will you be volunteering? (school location): \_\_\_\_\_

With whom will you be volunteering? (student name): \_\_\_\_\_

Please read and initial:

- Volunteer Commitment:** Volunteers add value to our school community by supporting students of all cultures, backgrounds, and abilities. Within the District, respectful and ethical behavior among staff, students and volunteers is expected at all times. In support of this expectation, volunteers must maintain information regarding students, families, and staff as highly confidential. Policy JRA/JRA-R concerns encountered by volunteers are to be reported to the students' teacher or school administrator.
- Volunteers work without pay on a regular or occasional basis at any District site and are subject to District Policy IJOC/IJOC-R.
- Volunteers whose name appears on a Sex Offender Registry will be not allowed to volunteer.
- Volunteer positions/arrangements may be terminated at any time without cause by either the volunteer or the District.
- Volunteers are expected to inform the teacher or the school office if unable to meet specific responsibilities or if unable to be in class when expected.
- Volunteers are required to follow school sign-in procedures for the security of students and staff.
- Volunteers may not use illegal drugs, alcohol, or tobacco-products on school property, including but not limited to work rooms, restrooms, playgrounds, parking lots, and sidewalks surrounding the school. *Policy GBEC/GBEC-R, GBED*
- Volunteers may not engage in unlawful harassment or discrimination based on an individual's race, color, religion, creed, gender (including pregnancy), sexual orientation, national origin or ancestry, disability, age, military/veteran status, genetic information or other basis prohibited by law. Reports of alleged harassment/discrimination shall be made to the building principal, the department director, or the Civil Rights Officer (605-367-5384). The District will investigate all reports of harassment/discrimination and take appropriate action against any student or other school personnel who is found to have violated the harassment policy and regulation. *Policy GBAA/GBAA-R*
- Volunteers may not use corporal punishment (physical force) upon a student for the purpose of punishing/disciplining a student. Physical force may only be used to defend yourself, defend another individual, or to protect property. Any acts of physical force must be immediately reported to the principal. *Policy JKA*

- Volunteers, as users of the District's network, shall not send, access, or retain any abusive, defamatory, obscene, profane, sexually explicit, pornographic, threatening or illegal material. *Policy IJNDC/IJNDC-R*
- Volunteers are to use universal precautions, meaning all human blood or potentially infectious materials shall be treated as known to be infectious regardless of the source. Volunteers are to follow work-area restrictions concerning potentially infectious materials. *Policy GBGA/GBGA-R*
- Volunteers are provided access to a volunteer staff handbook to further detail the responsibilities and obligations of the position. Volunteers must review this handbook. This handbook is found at [www.sf.k12.sd.us/volunteer](http://www.sf.k12.sd.us/volunteer) or is available at the school office for review.

I affirm that I have read, understand, and agree to the above and also affirm that the information I have given is accurate and complete. The information that I have provided may be verified, and I give permission to the Sioux Falls School District to make inquiry of others, including a criminal background check, concerning suitability to act as a school volunteer.

I understand the information that I have provided will be used by school personnel and/or volunteer coordinators (who may not be a District employee) to recruit and assign volunteers.

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

## SECTION 2: ONLINE BACKGROUND CHECK (Required for Unsupervised Volunteering or Driving Students)

***If at any time you will be in the presence of students without the supervision of a SFSD employee, you are REQUIRED to complete the online background check. Individuals must undergo the criminal background check annually.***

Go to at [www.sf.k12.sd.us/volunteer](http://www.sf.k12.sd.us/volunteer) and select the Disclosure and Release of Information Authorization link.

Date you completed the background check online form: \_\_\_\_\_

Criminal background check results are reviewed and retained by the Human Resources Department and will not be distributed to any Sioux Falls School District school.

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

## SECTION 3: ACTIVITY DRIVER CERTIFICATION (Required for Driving Students)

***This section is for volunteers who will be driving students for field trips. If you are volunteering to drive, you MUST complete the online background check (Section 2).***

We appreciate your willingness to drive students to school activities. It is the policy of the District that adults who transport students must meet the following additional requirements:

- A valid driver's license;
- Proof of insurance - Comprehensive Liability and Property Damage (copy to be on file with school office or program administrator);
- No careless/exhibition driving or driving under the influence violations in the past five years;

I certify that I meet all the foregoing requirements. This is in compliance with Board Policy IJOC/IJOC-R.

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

Please print the following information:

Driver's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip