



Volunteer Application Form

Kingston City School District

61 Crown Street, Kingston, NY 12401

Volunteer Work: _____ School/Program Location: _____

Name: _____
Last First MI

Address: _____ Telephone No. (____) - _____
Street City State Zip

Personal references (minimum of two non-family member required) **OR PRIOR APPROVAL BY** _____ **SCHOOL.**

- | | <u>Name</u> | <u>Phone Number</u> |
|----|-------------|---------------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |

- What days and times will you be available to volunteer? _____
- Do you have any physical, mental, or medical impairment or disability that would substantially limit your performance as a volunteer?
 yes (please explain) _____
 no
- Were you ever convicted of a felony? yes no (if yes, explain) _____
- Were you ever convicted of a misdemeanor? yes no (if yes, explain) _____

Previous volunteer work/experience:

1. Organization _____ supervisor _____ telephone # _____ duties _____
2. Organization _____ supervisor _____ telephone # _____ duties _____

To the best of my knowledge, all of the information on this form is true and correct. Signature _____ Date _____

Completed Application Form submitted to appropriate School/Program Supervising Administrator for review

_____(Supervising Administrator Initials upon initial approval) *(shaded area for office use)*

Completed by administrator: _____ Volunteer activity is: Tier 2 *Tier 3 (must be fingerprinted)

All Volunteer files are maintained by the Supervising Administrator. Copies of all volunteer applications must be sent to the KCSD personnel office

*Contact the KCSD Personnel Office (943-3056) for information on fingerprinting procedures

Year 2 RENEWAL: 20____-20____ Volunteer initials _____ Administrators initials _____

Year 3 RENEWAL: 20____-20____ Volunteer initials _____ Administrators initials _____

Year 4 RENEWAL: 20____-20____ Volunteer initials _____ Administrators initials _____

Year 5 RENEWAL: 20____-20____ Volunteer initials _____ Administrators initials _____

A volunteer is defined as one who voluntary offers service to the school district without compensation and has direct contact with students



Volunteer Agreement and Expectations

As a Kingston City School District volunteer, I agree to:

- perform the duties assigned to me in accordance with District policies and procedures;
- demonstrate conduct in a professional manner, to promote the education and interests of the students and the reputation of the Kingston City School District;
- not disclose any confidential information or materials that I may have access to as a result of my volunteer assignment;
- use discretion in appearance and dress appropriately;
- not use tobacco and alcohol when volunteering;
- review required annual board of education policy notifications to all staff (found on district website);
- avoid being alone with students;
- refrain from any physical interaction with students;
- not leave any children unsupervised;
- sign in and out of the building when volunteering;
- wear a volunteer badge when volunteering.

Print Name: _____

Signature: _____

Date: _____

Original Copy – Volunteer File (sent to personnel office)

Copy – Volunteer

Copy – Supervising Administrator

- **Tier 1**-Someone who volunteers occasionally and in a highly public setting with little or no contact with students and who are under constant supervision by KCSD personnel will not be required to complete a volunteer application. A volunteer fitting this example might be someone working at a school field day or fundraising event or someone working in the concession stand or making an occasional classroom visit.
- **Tier 2**-Regular volunteers during the typical school day/academic setting with student contact under constant supervision of KCSD personnel must complete the volunteer application and agreement & expectations for volunteers forms. A volunteer fitting this example might include a room parent, class readers, front office volunteers and single day field trip chaperones.
- **Tier 3**- Regular volunteers outside the typical school/academic setting with student contact under the direct supervision of KCSD personnel must complete the volunteer application and agreement & expectations for volunteers forms and be fingerprinted. A volunteer fitting this example might include assisting with extra, co-curricular clubs/activities and athletics on a regular basis and any overnight field trips.