

Woodley Leadership Academy Parent Teacher Organization

Volunteer Form

A volunteer is a person from the community who has been approved by the Woodley Leadership Academy School District for the purpose of providing assistance within the Academy without pay.

- Volunteers shall work under the supervision of the designated assistant, Head of School or director.
- Volunteers must abide by all school and state regulations.
- Volunteers should always refer parental concerns to the Head of School.
- Only authorized and approved volunteers will be covered by school district liability insurance; volunteers will not be covered by worker's compensation.
- Volunteers may only treat student injuries in the case of an emergency. All other injuries shall be referred to the appropriate administrator.
- Volunteers are responsible for their actions. Inappropriate conduct as determined by the Head of School will result in the discontinuation of the volunteer's relationship with the program.
- **Volunteers will be subject to criminal background checks upon request of the school administration.**
- Please read and complete the Volunteer Application below two weeks prior to volunteering.

Last Name: _____

First Name: _____

Date of Birth: (mm/dd/yyyy) _____

Gender: Male / Female

Driver's License Number/State ID Number: _____

Email Address: _____

Phone Number: _____

Volunteer Assignment:

1st Choice: _____ 2nd Choice _____ 3rd Choice _____

Reason for Volunteering:

I understand that the above information is required by the Sexual Offenders Registry list and Central Records Division of the Michigan State Police, Lansing, Michigan, and by the Federal Bureau of Investigation. I authorize the Woodley Leadership Academy to utilize the above information for the sole purpose of obtaining conviction only criminal history file searches. I understand that information gathered in these criminal history file searches will be used by the Woodley Leadership Academy District in reaching voluntary status decisions. It is the policy of the Woodley Leadership Academy Board of Education that the Woodley Leadership Academy will not discriminate in its educational programs and activities on the basis of age, race, creed, religion, color, national origin, sex, marital status, disability or any additional criteria identified by any applicable state or federal statute.

I will abide by all Board policies and District guidelines while on duty as a volunteer. I release the Woodley Leadership Academy District from any obligations should I become ill or receive an injury as a result of my volunteering services.

Signature of Volunteer: _____ Date: _____

Print Name: _____ Date: _____

Approved by: _____ Date: _____