

# NORTHPORT SCHOOL DEPARTMENT

56 Bayside Road  
Northport, Maine 04849  
207-338-3430

## STUDENT VOLUNTEER APPLICATION

Edna Drinkwater School welcomes you as a volunteer. In order to ensure that your participation is effective, we need some information from you.

**Please complete the information below and return it to the school office.**

Student's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Student's Email Address \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Parent/Guardian's Email Address \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/City of Residence \_\_\_\_\_

Can you please tell us why you wish to volunteer in our school? \_\_\_\_\_

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Please sign below acknowledging that you have read, understand, and agree to comply with the following guidelines regarding volunteers in our schools.

1. Volunteers must check in at the office or with the volunteer facilitator for each visit.
2. Drinkwater Students may not be taken out of the school building without permission from the principal or facilitator.

3. Drinkwater Students may not be taken off school property without written parental permission and permission from the school principal or facilitator
4. Individuals who are under the influence of alcohol and/or drugs may not be on school property.
5. State law does not allow individuals, other than law enforcement personnel, to have firearms on school property.
6. Drinkwater School and grounds are tobacco free.
7. All information relating to students is confidential and must remain within the school.

I, the undersigned have read, understand and agree to abide by the above conditions of my volunteering in The Drinkwater School.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**REFERENCES** Please list three people whom we may contact, including your most recent supervisor, who can comment on your suitability as a volunteer.

Name	Address	Position	Phone



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**Please complete the information below and return it to the school office.**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Town/City of Residence \_\_\_\_\_

Can you please tell us why you wish to volunteer in our school? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please answer the following questions by circling yes or no.

1. Have you ever been charged with or investigated for sexual abuse or harassment or another person? Yes No
2. Have you ever been convicted of a crime (other than a minor traffic offense)? Yes No
3. Have you ever entered a plea of guilty or "no contest" to any crime (other than a minor traffic offense)? Yes No
4. Has any court ever deferred, filed, or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)? Yes No

If you have answered YES to any of the above questions, please provide full details on an additional piece of paper. Include, with respect to court actions, the date, offense in question, and the address of the court involved. Convictions or other dispositions of a crime are not necessarily an automatic bar to volunteering in our school.

Please sign below acknowledging that you have read, understand, and agree to comply with the following guidelines regarding volunteers in our schools.

1. Volunteers must check in at the office or with the volunteer facilitator for each visit.
2. Students may not be taken out of the school building without permission from the principal or facilitator.
3. Students may not be taken off school property without written parental permission and permission from the school principal or facilitator
4. Individuals who are under the influence of alcohol and/or drugs may not be on school property.
5. State law does not allow individuals, other than law enforcement personnel, to have firearms on school property.
6. Edna Drinkwater School and grounds are tobacco free.
7. Any report of physical or sexual abuse problems made to a volunteer must be reported immediately to the Principal or Guidance Counselor.
8. All information relating to students is confidential and must remain within the school.
9. Background checks may be performed per the attached authorization. Volunteers who refuse permission to conduct these checks will not be accepted.

I, the undersigned have read, understand and agree to abide by the above conditions of my volunteering in The Drinkwater School.

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Signature

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Date

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Printed Name

**REFERENCES** Please list three people whom we may contact, including your most recent supervisor, who can comment on your suitability as a volunteer.

Name	Address	Position	Phone

**NORTHPORT SCHOOL DEPARTMENT**

56 Bayside Road  
Northport, Maine 04849  
207-338-3430  
Fax: 207-338-5985

**CONFIDENTIAL**

Authorization for Volunteer Background Checks

State Bureau of Identification

I, \_\_\_\_\_ give permission to obtain a report of any criminal convictions on my record from the State Bureau of Identification.

I understand that failure to authorize this record check may disqualify me from consideration for volunteering with the Northport School Department.

_____ Signature	_____ Date
_____ Print Full Legal Name	_____ Date of Birth
_____ Street Address	_____ City, State, Zip Code

All other names known by (maiden name, previous married name etc )

\_\_\_\_\_

Please list all states where you have resided in the last ten (10) years.

\_\_\_\_\_



## POLICY 414: SCHOOL VOLUNTEERS

The Northport School Committee recognizes that community members can provide valuable services to the schools by sharing their time, talents and experience. An effective volunteer program allows students to benefit from individual attention, provides enrichment opportunities that supplement the regular educational program, allows teachers to focus on teaching and learning by relieving them of non-teaching tasks, provides interested community members an opportunity to become directly involved with education, and strengthens the relationship between school and community.

For the purpose of this policy, a volunteer is a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis in the schools or in school activities. The School Committee provides liability insurance protection for volunteers while performing assigned services.

The School Committee approves the use of volunteers to support the school system's instructional programs and extracurricular activities. The School Committee adopts this policy to provide direction for the Edna Drinkwater School volunteer program. The Principal will report annually on the effectiveness of the volunteer program.

The School Committee will recognize volunteer service on an annual basis. The Principal will be responsible for appropriate school recognition of volunteers.

Persons interested in volunteering time or services should contact the principal. Prospective volunteers may be required to complete a written application.

1. Volunteers may provide assistance by:
  - A. Tutoring students on a one-to-one or small group basis under the direct supervision of the classroom teacher;
  - B. Using their special musical, artistic or other talents to provide enrichment experiences and extend student learning;
  - C. Reading to children;
  - D. Playing instructional games;
  - E. Providing services in libraries, lunchrooms and playgrounds;
  - F. Accompanying students on field trips;
  - G. Assisting teachers in assembling instructional materials;
  - H. Sharing experiences relevant to the curriculum with a class; or
  - I. Assisting in school plays, music programs and other extracurricular activities.
2. Volunteer Qualifications
  - A. All volunteers shall be at least 18 years of age unless their volunteer work is part of a class, is done to fulfill a service learning or community service requirement for graduation, or is done by a recognized student organization.
  - B. In the interest of protecting the safety of students and staff, the Northport School Department reserves the right at the sole discretion of the Principal to require criminal background checks, including sex offender registry checks, on all volunteers who will be working directly with or will have access to students, including those chaperoning

students on field trips or school-sponsored excursions. Information collected during this screening process will be treated as confidential to the extent allowed by law.

3. Guidelines

- A. Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the principal.
- B. Volunteers serve under the direction and supervision of the Principal or designated staff. When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher, coach, activity adviser, or other designated employee.
- C. Volunteers are expected to abide by all School Committee policies, procedures and school rules when performing their assigned responsibilities. The Principal shall make volunteers aware of applicable policies, procedures, and rules before they undertake their first assignment through a volunteer orientation, volunteer handbook, or other means.
- D. Volunteers may not bring other children to school when volunteering in classrooms, library, or on field trips.
- E. Volunteers will not have access to confidential information in student records except as allowed by federal or state law or regulations and will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.
- F. Volunteers may not transport students in private vehicles except as allowed by School Committee policy.

Adopted: 4/6/15