

**CHESTER-EAST LINCOLN
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 61**

1300 1500th Street ◇ Lincoln, IL 62656
Phone: (217) 732-4136 ◇ Fax: (217) 732-3265

VOLUNTEER APPLICATION INSTRUCTIONS

Thank you for your interest in volunteering with Chester-East Lincoln CCSD #61. To ensure the safety and security of all children and staff members, anyone interested in volunteering is required to complete this packet of information and return it to the district **at least ten days prior to the volunteer assignment.**

1. Volunteer Application Form

This is an application form to be completed, which provides the preliminary information needed to consider your interest in volunteering.

2. Disclosure and Authorization Form to Complete a Background Check

To ensure the safety of each and every student, our district will complete a background check on each individual interested in volunteering. The check may consist of the following:

- References listed on the application -As necessary/applicable.
- Employer(s)/Previous employer(s) - As necessary/applicable.
- Sex Offender List – Required by Law (Federal & State)
- Child Murderer and Violent Offender Against Youth Database – Required by law.
- Criminal Background Check – As required by Insurance Carrier District Policy.
- Any other checks as required by laws.

*Each volunteer will be subject to a \$10 fee to cover the cost of the background check. Please make checks out to Bushue.

3. Acknowledgement of Mandated Reporter Status

Each volunteer is required to become familiar with the Abused and Neglected Child Reporting Act and sign the acknowledgement form included with this information.

4. Return the following documents to the office:

- a) Volunteer Application (pages 6-8)
- b) Disclosure and Authorization Form (page 9)
- c) Acknowledgement of Mandated Reporter Status (page 10)
- d) \$10 check made out to Bushue to cover the cost of the background check

Upon complete review of your application form and appropriate verifications, the district will notify you of acceptance to volunteer with the district. This process may take up to 10 days to complete.

TYPES OF VOLUNTEERS

For the purpose of implementing this process for the first time, the following groups have been identified as needing a background check:

Tutors: A tutor may work one-on-one with a student, or with small groups of students, who need to have reinforcement work completed on basic skills in an academic subject.

Mentors: Mentors typically work one-on-one with a student. Their major task is to motivate the student to stay focused and stay in school. Through this process of setting short-term goals and serving as a role model, volunteers provide encouragement and friendship to a student needing to build his/her self-esteem.

Classroom Assistant: Volunteers work closely with classroom teachers and staff, assisting in various projects, keeping records, preparing instructional materials and interacting with students. Duties in the elementary school may include telling stories, reading with children, or preparing bulletin boards. Duties in the junior high may include work on special projects, operating audio-visual equipment, performing clerical duties, or making instructional materials.

Office/Clerical Assistant: Clerical assistants help staff members at a school. Duties may include sorting mail, light typing, computer data entry, copying, or record keeping.

Media Center/Library Assistant: Volunteers in the school library/media center help fill teacher and student requests for services. They may also work at the circulation desk, catalogue and shelve books, use a computer, mend books, and operate audio-visual equipment.

Chaperone: Volunteer chaperones have the opportunity to enjoy many different types of activities as they accompany teachers and students on field trips. Any admission ticket that is not free must be paid by the volunteer in order to attend the event as a chaperone.

Extracurricular Coaches: This is a broad range of volunteers who work with activities such as drama, athletics, clubs, etc. who have direct contact with students.

Sample Volunteer Activities with Requirements

Volunteer Activity	Volunteer Application	Background Check (\$10)	Mandated Reporter
Assisting Individual Students (Reading Buddy, Mentor, Tutor, etc.)	X	X	X
Classroom Assistant	X	X	X
Library Volunteer	X	X	X
Book Fair Volunteer	X	X	X
Chaperone for Fieldtrips	X	X	X
Volunteer Parent Coach	X	X	X
School Store Volunteer	X	X	X
VOLUNTEER OPPORTUNITIES LISTED BELOW WHERE TEACHER(S) AND OTHER PARENTS ARE PRESENT WITH NO INDIVIDUAL STUDENT INTERACTION ALONE WITH VOLUNTEER			
Extra-Curricular Volunteer (Admissions, Concessions, Timer, Scorekeeper, etc.)	NR	NR	NR
Guest Speaker	NR	NR	NR
Junior Achievement/DARE Officer	NR	NR	NR
Student Volunteer (from NHS)	NR	NR	NR
Staff Appreciation Events	NR	NR	NR
Fundraising Events that <u>do not</u> involve Individual Student Interaction <i>Example: Vendor Fair, Draw Down, etc.</i>	NR	NR	NR
Member of Community Club	NR	NR	NR
Lunch with <u>your</u> student	NR	NR	NR
Family Movie Night Volunteer	NR	NR	NR
X indicates Required NR indicates Not Required			

VOLUNTEER INFORMATION AND GUIDELINES

The Chester-East Lincoln CCSD #61 welcomes the talent and skills of individuals who are interested in volunteering their time to assist with accomplishing the district's overall goals and objectives- "To Educate our Students". The purpose of this policy is to support and encourage school volunteers in order to expand and improve parental, community, and civic involvement with our school district while maintaining an ample level of safety and security in the Chester-East Lincoln CCSD #61.

The requirements of this policy shall apply to individuals who wish to volunteer in Chester-East Lincoln CCSD #61. This policy does not apply to school visitors and in limited circumstances. A volunteer is an individual who receives no payment for services.

The school board encourages the use of volunteers to:

- Increase students' educational attainment
- Provide enrichment experiences for students
- Increase the effective utilization of staff time and skills
- Give more individual attention to students
- Promote greater community involvement

Volunteers may be used within the district:

- For non-teaching duties not requiring instructional judgment or evaluation of students.
- For supervising school sponsored extracurricular activities.
- To assist in the instruction of students under the immediate supervision of a certified teacher. The teacher shall be continuously aware of the volunteer's activities and shall be able to control or modify them.
- As supervisors, chaperones, or sponsors for non-academic school activities.

The district has developed these specific guidelines for volunteers. The guidelines are established to assist volunteers in understanding district needs and ensuring the best environment for students, while ensuring the district is doing all it can to protect children.

Qualifications: Volunteers may come from many backgrounds and experiences. The main qualification for a volunteer is that they have a desire to give their time and talent in order to enrich children's opportunities and the school community in general. It is critical that we ensure all volunteers are serving the best interests of the children and must verify each volunteer to ensure the safety of all.

Recruitment: District personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, senior citizen groups, community businesses, local

volunteer centers, and universities. When a volunteer is recruited, they are required to report to the district office to complete the required paperwork and background checks.

Role: Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the district's staff. Volunteers do not have access to confidential records. Further, any information regarding children shall be maintained in complete confidence.

Selection, Placement, and Supervision: Volunteer selection and placement shall be on the basis of the volunteer's qualifications, availability, and the district's needs. The relationship between a volunteer and staff member should be one of mutual respect and confidence.

Screening: Screening volunteers is critical because of the vulnerability of the population the school district serves. Each volunteer must register in the main office and will be subject to a \$10 fee in order to cover the cost of the background check.

Any volunteer who behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school district mission will be denied any further opportunity to be a volunteer with the school district. Examples of such behavior include:

- Swearing or use of any inappropriate, vulgar, or rude language
- Failing to be dependable
- Failing to follow the supervisor's instructions
- Committing any criminal act, including any acts on district grounds or at a district sponsored activity
- Touching, threatening or intimidating a child in a rude or overly forceful manner
- Failing to dress in an appropriate manner
- Violating any district rule

Ethical Responsibilities:

- Keep all student information confidential.
- Wear appropriate attire.
- Understand that each student is unique and cannot be compared to another.
- Never be alone with or put a student in an uncomfortable situation.
- Do not use school equipment for personal purposes.
- Show respect for all staff and students.
- Refrain from sharing personal religious or political beliefs.
- Do not smoke on school grounds.
- Do not use illegal drugs or alcohol on school grounds, or volunteer while under the influence.

***Weapons and drugs are not allowed on school grounds.**

VOLUNTEER APPLICATION FORM

PERSONAL INFORMATION:

Name: _____
Last First MI
Maiden Name or if known by any other name: _____

Check One:

- Parent/Guardian
- Student
- Community member (non-parent)
- Other (please specify): _____

Address: _____
Street City State Zip

Phone Number: (____) ____ - ____ Cell Phone: (____) ____ - ____

Emergency contact: _____ Phone: (____) ____ - ____

Have you ever been a school volunteer? Yes No

If Yes, Name of School: _____

Name(s) of any child(ren) attending Chester-East Lincoln CCSD #61:

AVAILABILITY:

Entire School Year (September - June) Program/Short Term Project _____

Summer School (July) Other _____

Time Available: Morning (____ to ____) M T W Th F

Afternoon (____ to ____) M T W Th F

Number of hours/week: _____

REFERENCES:

Please provide professional and/or personal references:

1. _____
Name *Phone*
2. _____
Name *Phone*

BACKGROUND INFORMATION:

Please answer the following questions completely. Any falsification, omission, deliberate misrepresentation or failure to complete any part of this form is grounds for rejection as a volunteer. Chester-East Lincoln CCSD #61 reserves the right to reject any applicant for any legitimate, nondiscriminatory reason, at its sole discretion.

Do you currently have any outstanding criminal charges or warrants for your arrest pending against you? Yes No

If yes, please explain: _____

Have you ever been convicted of a felony criminal offense and/or misdemeanor or felony criminal offenses involving illegal substances? Yes No

If yes, please explain: _____

Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation or financial exploitation of a child in any legal proceeding? Yes No

If yes, please explain: _____

ACKNOWLEDGEMENT – Non-Employees of the District

The purpose of this notice is to inform prospective volunteers that they do not have insurance coverage from the District and to document the volunteer's acknowledgement and agreement that he/she is providing volunteer service at his/her own risk. By signing below:

1. You acknowledge that Chester-East Lincoln CCSD #61 does not provide insurance coverage for any loss, injury, illness or death resulting from your unpaid service to the District.
2. You agree to assume all risk of injury, illness, damage or loss of any nature or kind, arising out of your volunteer assignments, whether supervised or unsupervised and your service to the District. You agree to waive any and all claims against the District, its Board Members, employees, agents

or assigns, or their successors for loss due to death, injury, illness or damage of any kind arising out of your service to the District.

By signing below you also acknowledge that:

1. Your time and service as a volunteer is given without the promise, expectation, or receipt of any form of compensation, benefits, or other remuneration for this service.
2. Either the District or you can terminate your volunteer services at any time for any reason.

Volunteer Signature

Date

Print Name

For School District Use Only:

General Description of Assignment:

Name(s) of Supervising Staff Member(s):

____ Criminal Background Check Completed

____ Federal Sex Offender Database Check Completed

____ State Sex Offender Database Check Completed

____ Child Murder and Violent Offender against Youth Database Completed

____ Mandated Reporter Form Completed

Witness Signature

Date

The above mentioned volunteer has met all the requirements to provide volunteer services to the School District.

Administration Approval

Date

DISCLOSURE AND AUTHORIZATION

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

This release shall be limited to non-fingerprint based screens for Volunteers relating to the undersigned.

NOTICE REGARDING BACKGROUND INVESTIGATION

Chester-East Lincoln CCSD #61 (“the School”) may obtain information about you from a consumer reporting agency for purposes of volunteering. These reports may contain information regarding your criminal history, motor vehicle records (“driving records”), or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any consumer report. Please be advised that the nature and scope of the most common form of consumer report obtained with regard to applicants and volunteers is a fingerprint test by the state police and/or FBI conducted by Bushue Human Resources, Inc., 104 N. Second St., Suite B, Effingham, IL 62401, (217) 342-3042, or toll free at (877) 342-3042, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Chester-East Lincoln CCSD #61 to obtain from any outside organization all manners of consumer reports and investigative consumer reports now and throughout the course of your service to the School to the extent permitted by law.

ACKNOWLEDGEMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by the School at any time after receipt of this authorization and throughout my service, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Bushue Human Resources, Inc., 104 N. Second St., Suite B, Effingham, IL 62401, (217) 342-3042, or toll free at (877) 342-3042, another outside organization acting on behalf of Chester-East Lincoln CCSD #61, and/or the School itself. I agree that a facsimile (“fax”), electronic or photographic copy of Authorization shall be as valid as the original.

Last Name _____ First _____ Middle _____

Other / Alias _____

Social Security # _____ Date of Birth _____

Present Address _____ Phone # _____

City/State/Zip _____

Signature _____ Date _____

CHESTER-EAST LINCOLN CCSD #61

State of Illinois – Dept. of Children & Family Services

ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, _____, understand that when working and/or
(Name)

Volunteering for Chester-East Lincoln CCSD #61 in my official capacity and/or professional:

I will become a mandated reporter under the Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me in my professional or official capacity is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor.

I also understand that if I am subject to licensing under the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

(Signature)

(Date)