

Volgistics# _____

NYE COUNTY SCHOOL DISTRICT

Date _____

School Volunteer

School/Teacher _____

NVSOR Check _____

**School Volunteer Application
Private Information**

Welcome and thank you for your interest in volunteering for the Nye County District Schools. In an effort to keep our schools safe, we ask that you take a few moments to complete this volunteer application form. **Please return the completed form with two forms of identification photo-copied to the volunteer coordinator (NV driver's license or State Identification Card; and Social Security Card).**

Please Print: (Last) _____ (First) _____ (MI) _____

Name _____ Phone _____

EMAIL ADDRESS: _____

Mailing Address _____
(Street) (City and State) (Zip Code)

Street Address if different from Above _____

Social Security Number _____ Date of Birth _____

In case of Emergency contact:

(Name) (Relationship to You) (Phone number)

Have you ever volunteered or worked in a school before? _____ Yes _____ No.
If you answered "yes" to the question above, please provide the most recent information below:

(Name of School) (City and State) (Contact Person) (Phone)

What were your responsibilities?

School Volunteer Application Continued

Do you have a child enrolled in a Nye County School? If yes, check here

If you don't have a child currently enrolled in a Nye County School, please provide two references (non-relatives please) who are most familiar with your recent volunteer and or work experience:

(Name) _____ (Relationship to you) _____ (Phone) _____

(Name) _____ (Relationship to you) _____ (Phone) _____

Education: Please circle the highest level complete.

High School: 9 10 11 12

College/University: 1year 2years 3years 4years Degree _____

Do you know how to use the computer? Yes ____ No ____

Do you have other training and skills that may help us to place you in the position you are seeking? _____

Do you have any special skills or talents that you would like to share?

Is there a particular type of volunteer work that interests you? (Circle all that apply):

Reading Sports Arts and Crafts General Homework Assistance

Coaching Cultural Projects Computer Assistance Music Theater

Science Project Teen Discussion Groups Vocal Coach

English as a Second Language ESL (specify language) Math Tutoring

What age groups would you most like to work with? (Circle all that apply)

5 - 7 year olds 8 - 10 year olds 10 - 12 year olds 12 - 14 year olds

Older Students

Please list your school preference:

First Choice _____

School Volunteer Application Continued

Second Choice _____

Are you Bilingual? Yes No

If yes what language(s) do you speak?

Please circle which best describes you (indicate below):

Teachers Aide/Assistant Office Clerical Assistance Sports/Coaching Events/Concessions
Field Trip Chaperone Homework Assistance Arts and Crafts

When are you available to volunteer? Weekdays Evenings Flexible

Days available: Mon Tues Wed Thurs Fri Sat Sun

School Volunteer Application Continued

VOLUNTEER COMMITMENT AND PROCEDURES

Screening: For the safety of students, all prospective volunteers will be asked to complete a School Volunteer Application and provide identification with a photograph as well as a second form of ID (ex., driver's license, or state identification card and Social Security Card). The exception to this requirement is in the case of a non-US citizen which requires only one form of ID. All prospective volunteers will be checked against the National Sex Offender Database pursuant to NRS 179D and volunteers who do not have children enrolled in the Nye County School District will be fingerprinted with a full FBI background check run. (See fingerprinting guidelines below) **The current cost of the background check and fingerprinting is \$29.50. A money order is the only way to pay for this and it is made out DPS (Department of Public Safety).**

Fingerprinting policies: Background check guidelines for volunteers

Volunteers will need a background check and fingerprinting if:

- They don't have a child enrolled in the Nye County School District
- They want to volunteer for coaching, chaperoning, field trips, cheerleading, playground aide, or the dance squad.
- Fingerprinting is done through the Volunteer Office on 484 S. West Street in Pahrump or through the outlying schools. Fingerprinting is also done at the NyE Communities Coalition Office.

The cost of the finger-printing/background check is \$29.50. Payment must be in the form of a money order – no cash or personal checks.

The finger-printing cards to be used for potential volunteers are the Adam Walsh finger-print cards provided through the Volunteer Office and the Coalition.

If you have further questions contact Donna Bellina, Director of Volunteer Services at 775-727-1875 or Diane Carol – the Office Coordinator at NyE Communities Coalition. Her phone number is 775-727-9970.

Call to make an appointment for fingerprinting.
Volunteer Office hours are M-F 9am – 2pm

School Volunteer Application Continued

Confidentiality: What you hear and observe about students, families, and staff while volunteering in a school is confidential.

**NYE COUNTY SCHOOL DISTRICT
VOLUNTEER CONFIDENTIALITY AGREEMENT**

This agreement is made between _____ (the volunteer) and the Nye County School District (NCSD).

1. The volunteer acknowledges that in the course of volunteering in the school district, the volunteer has and may in the future, come into possession of confidential information including, but not limited to:
 - a. Student Information
 - b. Personnel Action or other Employee Information
 - c. Departmental Information
 - d. Administrative Decisions and/or Discussions
2. The volunteer hereby agrees that he/she will at no time, during or after the term of volunteering, use for his or her own benefit or the benefit of others, or disclose or divulge to others, any such confidential information.
3. Although the NCSD is a public entity and is subject to laws regarding disclosure of public records, it is the responsibility of administration to determine what information, if any is to be shared with the public, and whether the request for such information coming from a member of the public is appropriate for release.
4. It is the NCSD's formal position that any unauthorized disclosure of confidential information by district volunteers could violate student or employee rights, and that it is unprofessional and unethical. Any volunteer support staff who provides such information, whether properly solicited or not, without first having gotten authorization to do so from that volunteer's supervising administrator, will be subject to discipline up to, and including ineligibility to volunteer anywhere within the NCSD.
5. This statement will be signed and dated by the volunteer and volunteer coordinator and is part of the volunteer application kept on file.

I have reviewed this statement and am aware of the NCSD's position with respect to the unauthorized release of confidential information.

Volunteer signature

Volunteer Coordinator Signature

School Volunteer Application Continued

Date

Date

Liability: The Nye County School District is proud to provide liability coverage and an accident policy for its volunteers. In order to have this protection, all volunteers must sign in on the district's Volunteer sign-in sheet (red folder in every school office) **every** time they volunteer. Parents are discouraged from bringing younger children to school, but the final decision rests with each school principal.

Child neglect and abuse reporting: School Volunteers are obligated under mandatory child reporting laws to report any suspected child neglect or abuse. Child abuse reporting information is available through the school principal or through your school contact.

Supervision: Volunteers perform under the direction and supervision of school personnel. Volunteers should know and follow school policies and rules.

Communication: If you are unable to make it to school when you are expected, please call the school and leave a message. Similarly, school staff will contact you if your time is cancelled or changed for any unforeseen reason. You may contact Donna Bellina, 727-1875 at in the Volunteer Coordinator's Office for questions or assistance. The office is open M-F 9 a.m. to 2pm on school days.

Background:

Please list any names you have used in the past _____

Please provide name(s) and alias(es) listed in arrest records _____

1. Have you ever been **arrested, charged, or convicted** for issues dealing with Child Abuse or Domestic Violence? Yes _____ No _____.
2. Have you ever been **arrested, charged, or convicted** of a sex or drug related offense classified as either a misdemeanor or felony (jail for a year or more)? Yes _____ No _____.
3. Have you ever been **arrested, charged, or convicted** of a misdemeanor or felony? Yes _____ No _____.
4. Have you ever been the subject of an investigation by a Supervisor and/or Police for a sex or drug related offense or for issues involving child abuse or domestic violence? Yes _____ No _____.

If you have answered yes to any of the above questions, please go to the last page of this application and explain the type(s) of offense(s) and date(s).

If you answered yes to question 4, you must provide a written explanation that will be attached with the application and reviewed by the Human Resources Manager. If necessary, you can write on the back of the last page of this application.

School Volunteer Application Continued

Note: The existence of a criminal record does not constitute an automatic rejection.

I affirm that I have read and understand all the information on this School Volunteer application and that all the information I have provided in this application is true and complete to the best of my knowledge. I understand the Nye County School District reserves the right to verify all information on this application form and that any false statements or failures to disclose information may be sufficient to disqualify me as a school volunteer.

I hereby authorize the Nye County School District to obtain information relating to my current and/or previous employment, education, personal history records and criminal history records, including the submission of my fingerprints to the Central Repository for Nevada Records of Criminal History and the Federal Bureau of Investigation for reports on my criminal history.

(Signature)

(Date)

Volunteer Office
Nye County School District
484 South West Street
Pahrump, NV 89048
Telephone: 775-727-1875
FAX: 775-727-7909

School Volunteer Application Continued
COMPLETE THIS FORM IF YOU HAVE HAD ANY ARREST(S), CHARGE(S), OR CONVICTION(S)

**NYE COUNTY SCHOOL DISTRICT
PERSONNEL DIVISION
ARREST, CHARGE OR CONVICTION INFORMATION FORM**

NAME (Please Print): _____

POSITION APPLYING FOR: _____

Provide information below:

ARREST DATE	ARRESTING AGENCY	ARREST CHARGE	CONVICTION DATE	CHARGE CONVICTED OF	STATUS OF CHARGE	PENALTY IMPOSED
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1. _____

2. _____

3. _____

4. _____

The above information represents a true and correct record of my conviction history. **I understand this information does not automatically exclude me from consideration of employment.**

Date _____

Signature _____

School Volunteer Application Continued

Volunteer Application (con't)

Because we want you to get the most out of your volunteer experience, we want to make sure you are an informed volunteer.

It is at the discretion of the Volunteer Coordinator and the Nye County School District Staff to remove volunteers that are not in compliance with their applications or are not a good fit for their volunteer positions due to breach of confidentiality, improper dress code, poor personal hygiene or failure to disclose criminal history.

Unprofessional behavior towards students, other volunteers or staff are also reasons for removal as a volunteer from our school system.

Remember you are role models for our students and the face of the schools that you represent.

By signing below I affirm that I understand the Nye County School District Volunteer Guidelines and Policies and will adhere to them.

(Signed) _____

(Dated) _____