

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

VOLUNTEER GENERAL RELEASE FORM

[IMPORTANT - PLEASE TYPE OR PRINT CLEARLY]

ORGANIZATION - Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Subject - First Name: _____ MI: _____ Last: _____

Maiden or Alias Names Used: _____

Social Security Number: _____ DOB: _____

Driver License Number: _____ State: _____

Current Street Address: _____

City: _____ State: _____ Zip Code: _____

NOTICE AND ACKNOWLEDGMENT

[IMPORTANT - PLEASE READ CAREFULLY BEFORE SIGNING]

NOTICE REGARDING BACKGROUND INVESTIGATION

Organization may obtain information about you from a consumer reporting agency for volunteer purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are accepted to volunteer, throughout your volunteer period. 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 investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by **Clear Investigative Advantage LLC, 3000 Internet Blvd., Suite 610, Frisco TX 75034, Tel: 888-242-2503** or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Organization to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are accepted to volunteer, throughout the course of your volunteer period to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Organization by contacting the consumer reporting agency identified above directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE 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" at any time after receipt of this authorization and, if I am accepted to volunteer, throughout my volunteer period. 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 **Clear Investigative Advantage** or another outside organization acting on behalf of Organization, and/or Organization itself. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by Organization at no charge whenever you have a right to receive such a copy under California law.

Signature: _____ **Date:** _____

- **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.