



**HENDERSON COUNTY  
PUBLIC SCHOOLS**

## Volunteer Application

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER(S): \_\_\_\_\_

REQUESTED SCHOOL(S): \_\_\_\_\_

**REFERENCES:**

Name of Reference (no relatives)	Complete Mailing Address	Home	Cell	Work
1)				
2)				
3)				

Please answer the following questions. *(If you answer yes to any of these questions, please explain on back).*

Have you ever:

- Been convicted of a felony? If yes attach circumstances?**       YES       NO
- Been convicted or charged with any violation of the law other than a minor traffic ticket?**       YES       NO
- Do you have criminal charges or procedures pending?**       YES       NO

**Select Volunteer Category:**

- Classroom Standard:      Volunteers in the classroom setting.
- Coach      Volunteers by assisting different athletic sports programs.
- Migrant Education Program      Must be approved by Migrant Education Program Director. *(Submit this application to Ms. Simone Wertenberger, Central Office 697-4733)*

**QUALIFICATIONS:**

- All volunteers must be approved by the school Principal.
- Availability, dependability, reliability, friendliness and flexibility.
- Awareness of and willingness to follow school Staff-Student Relations Policy 795.
- Special talents or abilities that help to enrich the school program.
- Recognition that accepting an assignment is a serious commitment.
- Maintain strict confidentiality regarding students and school personnel.
- A desire and interest in working with children and youth.
- A willingness to learn and to follow directions while working with students.

**BACKGROUND CHECK:**

- Submit your background check information via Secure Volunteer *(Powered By BIB)*
  - This screening creates a safer environment.
  - Secure Volunteer *(Powered By BIB)* Website is secure and personal data is protected.
  - HCPS will pay for your background check.
  - Once approved you will receive your ID card from Secure Volunteer *(Powered By BIB)* at the address you provided.
  - Must have your volunteer ID card with you at all times during volunteering.
  - If you lose your ID go to the Secure Volunteer *(Powered by BIB)* and request a replacement. You will be charged a \$5.00 fee for the replacement card.

I certify that I have reviewed the above information. *(After signing below submit application to the school administrator).*

Date: \_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_

**For School Administrator Use Only: *(Keep Volunteer Application on file at your school)***

- References Checked and met with Volunteer
- Approve in Secure Volunteer *(Powered by BIB)*