

# Madison Schools Volunteer/ Mentor Application

Level 2 Application

Volunteer's  
Name: \_\_\_\_\_

First

Middle

Last

Other names by which known: (include maiden) \_\_\_\_\_

Volunteer's Date of Birth: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Race \_\_\_\_\_

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

Street

Apt.

City

State

Zip Code

**The above name must appear on the following student's emergency forms to chaperone.**

Child \_\_\_\_\_ Teacher \_\_\_\_\_

Child \_\_\_\_\_ Teacher \_\_\_\_\_

Child \_\_\_\_\_ Teacher \_\_\_\_\_

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## Please check the appropriate box:

I do not have a criminal record. Please alert me if anything appears in my records.

I have had a criminal offense that does not involve children.  
Please explain \_\_\_\_\_

I have had a criminal offense that involved a minor.  
Please explain \_\_\_\_\_

I have had an offense that does not fall into the above categories.  
Please explain \_\_\_\_\_

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## Please read the following school policy:

I understand:

- \* As a chaperone, my responsibilities are to **insure the safety of the assigned students in my care** and maintain a level of order and professionalism throughout the fieldtrip.
- \* **That I CANNOT bring other children or adults with me.**
- \* That Madison School and all Madison School activities **shall be tobacco, drug, and alcohol free.**
- \* My actions as well as clothing shall be in accordance with the student handbook. Appropriate dress for the activity is required; **(no inappropriate slogans on t-shirts and other articles of clothing).**

By signing this form, I acknowledge that I have been provided with a copy of this volunteer/mentor form and notice. By signing, I am also consenting to a criminal history background check anytime during the current school year. I have read and understood the foregoing information and certify it is true and correct to the best of my knowledge.

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

## NOTICE FOR PROSPECTIVE VOLUNTEER / MENTOR

To the volunteer/mentor applicant:

You have applied to serve as a Madison School District volunteer/mentor which requires a background check. This check will access criminal history information held by the Michigan State Police and the Michigan State Sex Offender Registry. A determination will be rendered as to your fitness to serve in a volunteer/mentor capacity. A Madison School Administrator will communicate to you the determination of non-eligibility. The absence of a criminal record does not ensure that a volunteer/mentor will be considered acceptable.

To obtain a criminal background check, you must provide Madison Schools with:

1. Your name, address, and date of birth [as appears on an official government ID, such as a driver's license or passport]; or MI state identification number
2. A statement of whether you have a criminal record and, if so, the particulars of such record.

Once the criminal background check is complete, you are entitled to obtain a copy of any criminal history record and challenge the accuracy and completeness of the criminal history record information. Any such challenge should be made to the appropriate Madison Schools Administrator.

*By signing this application, you authorize:*

1. Madison Schools to obtain a complete set of descriptive data (general information; such as name, phone number, address) and transmit them to the mentoring organization.
2. Madison Schools to examine the criminal history, make a fitness determination, and transmit the fitness determination to the appropriate mentoring organization.

*By signing this application, you indicate your understanding that:*

1. Madison Schools, ultimately, bears full responsibility for the screening of volunteers/mentors and the placement of volunteers/mentors in the most suitable roles.
2. Based on criminal history information held by the Michigan State Police and the Michigan State Sex Offenders Registry, a determination will be rendered exclusively by Madison Schools as to my fitness to serve as a mentor/volunteer.
3. A criminal record does not necessarily disqualify an applicant. A criminal record is one piece of information that will be considered in determining the fitness status of an individual to be a Madison School volunteer/mentor.
4. Any information gathered, will be held in the appropriate administrative office.