

VOLUNTEER/CHAPERONE REGISTRATION FORM

All school Volunteers/Chaperones must complete this registration form and read Volunteer/Chaperone Handbook to volunteer/chaperone in GLENBURN SCHOOL. Please PRINT legibly and complete the entire form, both front and back. For your safety, and that of our students, a BACKGROUND CHECK through the Maine State Police will be completed on all Volunteers/Chaperones. A complete registration form with an original signature and a copy of your legal photo ID, must be kept on file. PLEASE ATTACH A COPY OF YOUR LEGAL PHOTO ID.

Legal Name as it appears on your photo ID

LAST NAME

FIRST NAME

MIDDLE INITIAL

MAIDEN / OTHER

NAME

GENDER

DATE OF BIRTH

Male Female

MONTH DAY YEAR

RESIDENCY

Home Address:

STREET

APT#

CITY

STATE

ZIP

Have you ever resided outside the state of Maine? YES NO

If yes please list the state(s) of residence:

If Yes, please provide Social Security Number

Home phone: Work Phone:

E-mail Address: Alternate Phone

Are there any health problems that may affect your ability in working as a volunteer?

Emergency Contact: Phone:

Do you have a child/children attending this School? No Yes

D.O.B.

CHILD'S FULL NAME TEACHER GRADE CHILD'S FULL NAME TEACHER GRADE

CHILD'S FULL NAME TEACHER GRADE CHILD'S FULL NAME TEACHER GRADE

Days & Times Available to Volunteer:

I am interested in the following placements: Rec Program

Career/Volunteer Experience/Talents/Languages/Skills/Hobbies

Blank lines for entering career/volunteer experience, talents, languages, skills, and hobbies.

**VOLUNTEER/CHAPERONE ELIGIBILITY GUIDELINES**

Have you ever been charged with or investigated for sexual abuse or harassment of another person? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Have you ever been charged with, pleaded guilty or "no Contest" (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you (a) ever been convicted of a felony crime? or (b) ever entered a plea of guilty or a plea of "no contest" (nolo contendere), or (c) has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for any crime or felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If you have answered yes to any of the previous questions, please explain, in detail, including the date of court action, the offense in question, and the address of the court involved.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Student Confidentiality**

As a Volunteer/Chaperone, you will be exposed to a number of situations with a variety of children. It is extremely important that you maintain very strict confidentiality in all of these situations. The right to privacy and Family Privacy Act must always be in force. Even the names of the students in our school must be protected information. Observations or opinions regarding students' attendance, appearance, educational ability, assessments, discipline issues, personality characteristics, etc., are not to be discussed in public. By signing, you agree to maintain F.E.R.P.A. confidentiality agreement of student's information.

*I also understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action against me.*

VOLUNTEER/CHAPERONE SIGNATURE **X** \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE COMPLETE AND SIGN BELOW**

**Falsification or Omission on this official public document is a criminal offense and can be prosecuted.**

By signing below, I hereby certify that, to the best of my knowledge, the above information is true, accurate and complete. I understand that this application will become the property of the Glenburn School, which reserves the right to accept or reject any applicant for volunteering. I understand that the information submitted in and with the application may be disclosed directly to the Superintendent's Office. I understand that all involvement with students shall be under staff supervision and is restricted to the school day, on the school grounds, or a school-sponsored activity. I give my consent to disclosure and authorize the Glenburn School to conduct background, work history, and or personal reference inquiries to determine my acceptability for volunteering. I have read and understand the Volunteer/Chaperone Handbook. Yes \_\_\_\_\_ No \_\_\_\_\_

VOLUNTEER/CHAPERONE SIGNATURE **X** \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

**FOR SUPERINTENDENTS OFFICE USE ONLY**

Name and date of birth verified : \_\_\_\_\_

Copy of legal photo ID attached

SIGNATURE

Background check completed \_\_\_\_\_

SIGNATURE

Volunteer / Chaperone Approval: Yes \_\_\_\_\_ No \_\_\_\_\_

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

SUPERINTENDENT