

**Addison Northwest School District  
2017/2018 Volunteer Agreement and Authorization Form**

**AGREEMENT**

This agreement is hereby made between the School District and the individual named below to perform volunteer services for the school year beginning **July 1, 2017** and ending **June 30, 2018** as specified below:

*Please Print:*

1. Name of Volunteer: \_\_\_\_\_
2. Check box for school(s) location(s):  Addison Central School  Ferrisburgh Central School,  Vergennes Union Elementary School,  Vergennes Union High School, and/or  Other: \_\_\_\_\_
3. Date(s) volunteer services are to be performed: \_\_\_\_\_
4. Description of volunteer services to be performed: \_\_\_\_\_

*Check a box to indicate the level of volunteering you are seeking:*

**5. Requesting consideration for:**

- LEVEL 1 – "Classroom Volunteer Only"** is always under the supervision of an ANWSD employee and is never alone with a child while they are volunteering (*Requires a NCPA-VCIC Background Check & Adult and Child Abuse Registry Check Only. Costs associated with NCPA background check: \$10.75*)
- LEVEL 2 – Classroom Volunteer, Reading Buddy, Coach, School-Based Volunteer, or Field Trip Volunteer** that may be alone with a child while they are volunteering (*Requires a NCPA-VCIC Background check, Adult and Child Abuse Registry Check, FBI National Record Check, & Fingerprinting. Costs associated with NCPA background check: \$10.75 plus an additional payment to the Fingerprinting Center for their services*)

**ACKNOWLEDGEMENT AND AUTHORIZATION**

1. I understand that in addition to the criminal record check through the Vermont Criminal Information Center (VCIC), the district will be conducting registry checks with the Vermont Department for Children and Families (DCF) and the Department of Disabilities, Aging and Independent living (DDAIL). I understand that I will be required to provide releases and other information necessary to complete these checks.
2. I further understand that I will automatically be disqualified from volunteering if my name appears with a substantiated report of abuse or neglect as listed on the DCF and/or DDAIL registries.
3. In the event the District received notice of a substantiated report of abuse or neglect, I understand I have a right to request a review of the substantiation with the Agency of Human Services (AHS).
4. If volunteer services commence prior to the completion of the registry check process, I understand continued services would be contingent upon satisfactory registry check results.
5. I understand that, in addition to the disqualifications listed above, it is the responsibility of the Superintendent or their Designee to accept or not accept specific individuals as volunteers, and all decisions related to the continuation of a volunteer's service. I further understand that the decision of the Superintendent or their Designee in this matter is final.
6. I understand that my signature below serves as my acknowledgement and agreement to have the checks outlined above performed prior to the commencement of my volunteer services.

**Volunteer's Signature:** \_\_\_\_\_

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

**School Administrator's Signature:** \_\_\_\_\_

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

*Office Use: Please date and initial upon completion of the following:*

Location: ACS FCS VUES VUHS Date completed: \_\_\_\_\_ Initials: \_\_\_\_\_

**List of forms needed for ALL Volunteers:**

- Volunteer Agreement Form  Students Right to Privacy (FERPA)  Policy Acknowledgement Form  Emergency Contact Form
- NCPA Request for Criminal Record Check Form
- Consent for Release of Registry Information Form
- FBI National Record Check Release Form
- Collected a \$10.75 check or money order made payable to ANWSD Check Number: \_\_\_\_\_

**Fingerprints are needed for ALL Level II Volunteers:**

- List of Law Enforcement Agencies in Vermont  Explained the City of Vergennes and the VPD process for obtaining prints
- Noncriminal Justice Applicant's Privacy Rights  Vermont Criminal Information Fingerprint Authorization Certification
- Fingerprint Receipt Form

Received into HR