

Addison Northwest School District Volunteer Agreement and Authorization Form

Setting Volunteer Level

Please Print:

1. Name of Volunteer: _____
2. Check box to identify your Primary School Location: Addison Central School Ferrisburgh Central School, Vergennes Union Elementary School, Vergennes Union High School, Walden Program or Other: _____
3. Start date of volunteer service: _____
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 – “Non-Classroom Volunteer Only”** does not have access to students and volunteers on the peripheral of the school or is in the school as an invited guest/volunteer under the continuous supervision of an ANWSD employee. Example: a Guest Speaker or a person or club member working on a project/program on the weekend or at a school-sponsored event *(Requires a NCPA-VCIC Background check & enrollment in VCIC Subscription Service.)*
 - LEVEL 2 – “Classroom Volunteer Only”** has access to students and 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, FBI National Record Check, & enrollment in VCIC Subscription Service.)*
 - LEVEL 3 – “School-Based Volunteer”** has access to students and may be alone with a child while they are volunteering. This includes **Tutor, Reading Buddy, Coach, or all Field Trip Volunteer** *(Requires a NCPA-VCIC Background check, Adult and Child Abuse Registry Check, FBI National Record Check, enrollment in VCIC Subscription Service, & Fingerprinting.)*

ACKNOWLEDGEMENT AND AUTHORIZATION

Volunteer: Please read before signing below.

- I understand that my volunteer services may only commence after the completion of the background checking process, I understand that my ability to volunteer would be contingent upon satisfactory background check results.
- I understand that depending on my level of volunteering I may need additional criminal record check through the Vermont Criminal Information Center (VCIC) and FBI Fingerprinting. If needed, I understand that I will be required to provide releases and other information necessary to complete these checks.
- I understand that I will be automatically disqualified from volunteering if my name appears with a substantiated report of abuse or neglect of a child or an adult. I also understand that I may be disqualified if I have a criminal conviction, which places student at risk. In the event the District receives notice of conviction or receives a substantiated report of abuse or neglect, you will receive written notice of the disqualification and I shall be afforded an opportunity to request a review of the substantiation with the Agency of Human Services (AHS) or with the Vermont Department of Public Safety.
- As a first time applicant/volunteer, I understand that the VCIC costs associated with my background checks shall be paid by the ANWSD on my behalf. I also understand that if I do not log any volunteer time during a school year that my volunteer status will be changed from active to inactive. Inactive volunteers are subject to a renew process including paying for a new background check and possible fingerprinting depending on the volunteer level.
- I understand that 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.
- I understand that I am an unpaid volunteer and I understand that I am not an employee of ANWSD.
- I understand that all ANWSD students have the right to privacy. I also understand that it is not appropriate for me to share information about a student with members of my family or with the public.
- I also understand that if a student discloses to me any report of abuse or neglect that I will report this information to the classroom teacher or the principal of the school in a timely manner.

Volunteer’s Signature:

Date:

School Administrator’s Signature:

Date:

School Office Use:

1. Prime Location: ACS FCS VUES VUHS Walden Other: _____
2. Date completed: _____
3. Volunteer Coordinator's Initials: _____

List of forms require of Volunteer by Level:

Part 1: All Volunteers:

- Volunteer App-Garden's **How to Register**
- Volunteer Agreement Form
- Action:** You should complete Section 1-5 on page 1 only if Volunteer has applied online in the Volunteer Tracker portal. If the volunteer has not registered, have the volunteer also complete ACKNOWLEDGEMENT AND AUTHORIZATION and sign the bottom of page 1.
- Emergency Contact Information
- Student Privacy Statement (**FERPA**)
- Action: READ,** "Vermont's sexual harassment law provides employees and volunteers, Interns, and Independent Contractors, protection from sexual harassment. ANWSD is required to provide you the school districts written harassment policies to you.
- _ **Give:** Prevention of Employee Harassment Policy B5
- _ **Give:** Acceptable Use of Electronic Resources and the Internet Policy F22
- Volunteer's Acknowledgement Form Policy F22 & Policy B5

Part 2: Required Background Check Forms by level:

Level 1:

- NCPA Request for Criminal Record Check Form

Level 2:

- NCPA Request for Criminal Record Check Form
- FBI National Record Check Release Form
- Consent for Release of Abuse Registry Information Form

Level 3:

- NCPA Request for Criminal Record Check Form
- FBI National Record Check Release Form
- Consent for Release of Abuse Registry Information Form
- _ **Give:** List of Law Enforcement Agencies in Vermont Finger Printing
- _ Explained the SD process and the process for obtaining prints from Vergennes PD
- _ **Give:** Noncriminal Justice Applicant's Privacy Rights
- Vermont Criminal Information Fingerprint Authorization Certification – **NCPA VOLUNTEER**
- ANWSD's Fingerprint Receipt Form Note: **For Level III Volunteers: Proof of fingerprinting must be on file with SD before background check can start.**

The State of Vermont requests up to 10 business days for processing background checks.

Received into HR

Your Notes: