

### VOLUNTEER REGISTRATION FORM *Ashland-Volunteers In the Public Schools*

Name \_\_\_\_\_

Student Name \_\_\_\_\_

Local Address \_\_\_\_\_ E-mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Local Phone (541)- \_\_\_\_\_ Home or Cell Phone \_\_\_\_\_

Student Name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

**School/Site** of Interest - Please check locations where you wish to volunteer:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Bellview Elementary | <input type="checkbox"/> Walker Elementary | <input type="checkbox"/> Willow Wind Home School |
| <input type="checkbox"/> Helman Elementary   | <input type="checkbox"/> High School       | <input type="checkbox"/> District Office         |
| <input type="checkbox"/> John Muir School    | <input type="checkbox"/> Middle School     | <input type="checkbox"/> ASPIRE                  |

**Subject** - Please check subjects where you could help:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Art                 | <input type="checkbox"/> Foreign Language    | <input type="checkbox"/> Music                            |
| <input type="checkbox"/> Chaperone           | <input type="checkbox"/> Garden/Yard         | <input type="checkbox"/> Organize trips/parties/functions |
| <input type="checkbox"/> Coach _____ (Sport) | <input type="checkbox"/> Guest Speaker _____ | <input type="checkbox"/> P E                              |
| <input type="checkbox"/> Computer/Technology | <input type="checkbox"/> Home Ec/sew/cook    | <input type="checkbox"/> Reading                          |
| <input type="checkbox"/> Drama               | <input type="checkbox"/> Journalism          | <input type="checkbox"/> Science/Biology                  |
| <input type="checkbox"/> Driver              | <input type="checkbox"/> Library             | <input type="checkbox"/> Social Studies/History           |
| <input type="checkbox"/> English             | <input type="checkbox"/> Mathematics         | <input type="checkbox"/> Special Projects                 |
| <input type="checkbox"/> ESL                 | <input type="checkbox"/> Mentor              | <input type="checkbox"/> Welding/Metals/Drafting          |
|  |  | <input type="checkbox"/> Other _____                      |

**OFFICE**

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Answer Phones       | <input type="checkbox"/> Interpret _____ | <input type="checkbox"/> Phoning      |
| <input type="checkbox"/> Database Management | <input type="checkbox"/> Mac Computer    | <input type="checkbox"/> Typing       |
| <input type="checkbox"/> Desktop Publishing  | <input type="checkbox"/> PC Computer     | <input type="checkbox"/> Spreadsheets |
| <input type="checkbox"/> Filing              |  | <input type="checkbox"/> Other _____  |

The *Smart Reading Program* is available for volunteers in Ashland Schools – phone 734-5628 for information.  
The *ASPIRE* Program is available for volunteers in Ashland Schools – phone 482-8771 for information.  
Availability /Comments: \_\_\_\_\_

Please list two local references with phone numbers.

1. \_\_\_\_\_ Phone: \_\_\_\_\_  
 2. \_\_\_\_\_ Phone: \_\_\_\_\_

*I understand and agree to the following:*

- **Keep all issues pertaining to students, staff and parents confidential.**
- **Discuss student’s progress/difficulties in private and only with the assigned teacher or administrator.**
- **Staff members handle students who misbehave.**
- **Support the teacher/administrator while with students and parents.**
- **Never be alone with student(s).**
- **I have read and understand the A-VIPS volunteer form**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please complete the Background Check Release Form

**NOTICE OF BACKGROUND CHECK**  
**IMPORTANT**  
**PLEASE READ CAREFULLY BEFORE SIGNING BELOW**

Note: Conducting a Social Security Trace does not access the subject's credit history nor affects the subject's credit score or credit rating. Please note that by signing below you are authorizing and instructing an immediate criminal background check from a third party (utilizing a Social Security Number trace) as deemed necessary and appropriate. Moreover, you are allowing reports from a third party on an ongoing basis as long as you continue to volunteer.

**AUTHORIZATION AND INSTRUCTION**

I acknowledge receipt of the NOTICE OF BACKGROUND CHECK and certify that I have read and understand that notice. I hereby authorize and instruct

**Jackson County School District #5**

To obtain criminal background and/or driving record reports from a third party (utilizing a Social Security Number trace) as deemed necessary and appropriate. This authorization and instruction will take immediate effect when I sign below, and will last throughout the duration of my involvement with your organization without any further notice or additional warning. To this end, I hereby authorize without reservation any law enforcement agency, administrator, local, state or federal agency, information service bureau and/or the Social Security Administration to furnish any and all background information (including criminal history and/or driving records and not credit history) requested by Backgroundchecks.com, another outside organization acting on your behalf. I agree that a facsimile ("fax") or photographic copy of this Authorization and Instruction shall be as valid as the original.

Include a legible photocopy of your driver's license attached to this document.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License # and State \_\_\_\_\_

Date of Birth \_\_\_\_\_

# Ashland-Volunteers In Public School

## How to become an A-VIPS

### Volunteer Qualifications

- Enjoy students and education.
- Desire to help students grow.
- Understand the goals of the school.
- Get along with people.
- Be adaptable, dependable and flexible.

### How to become a volunteer

1. Obtain a Volunteer Registration Form from the School or the District Office. Complete it and return.
2. Pass the background check.

### Goals of A-VIPS

- Provide partnerships between the community and the school.
- Improve education through additional resources.
- Enhance the educational development of students and volunteers.

## A-VIPS RESPONSIBILITIES

### Confidentiality-Ethics

- I understand and agree to the following:
- Keep all issues pertaining to students, staff and parents confidential.
- Discuss student's progress/difficulties in private and only with the assigned teacher or administrator.
- Allow staff members to handle discipline.
- Support the teacher/administrator with students and parents.
- Never be alone with student(s).

### Commitment:

- Mark your calendar with the agreed upon days and times.
- Be prompt and dependable: Call ahead if you are ill or unable to keep your appointed time.

Contact Name \_\_\_\_\_  
Phone \_\_\_\_\_

### When volunteering:

- Dress appropriately for the activity.
- Sign In/Out in the Main Office at School:
- To Insure Workers Compensation and Liability Insurance coverage, complete the in/out sheet each day that you volunteer. Record the time, hours and staff member you work with. This assists the school to know who is on campus and where in case of any emergency
- Wear school identification badge.
- Follow staff during fire drill/emergency.

### Partnership responsibilities for Volunteers and Schools:

- Respect
- Feedback
- Provide/attend appropriate training

### Site Packet information:

- School Schedule/Calendar (include bell schedule if needed)
- Map of school: Include staff restrooms, supply/production room, area for breaks/lunch, and parking
- Web site address of school for the following:
  - Handbook
  - Newsletters
  - Class schedules
- Check for more information at [www.ashland.k12.or.us](http://www.ashland.k12.or.us)

### Non-Discrimination:

Staff and volunteers will serve students in a professional and ethical manner giving fair and impartial treatment to all students, not discriminate against students based on special needs, national origin, race, religion, sex, or socio-economic status.

### Child abuse:

Report any suspicions of child abuse to the staff member you are working with.