



**Mountain View
West Elementary Schools
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Spearfish, SD 57783
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**SPEARFISH SCHOOL DISTRICT
MOUNTAIN VIEW AND WEST ELEMENTARY SCHOOLS
Application to Volunteer**

Please Type or Print Volunteer School

Location: _____

Female Male

Month/Day/Year ____/____/____

Name: _____
Last First Middle

Mailing Address: _____
Street City State Zip

Phone: _____ Email: _____

Home Work

Occupation: _____ Employer: _____

I have been a volunteer for _____ years.

Emergency contact: _____ Phone: _____

I am interested in the following volunteer placements: (some volunteering requires specific training and/or an orientation)

Tutoring/Subject _____

Library Mentoring Classroom Activities Special Events Field Trips

Crossing Guard Playground Supervisor

I am available: M T W Th F

Times: _____

List career/volunteer experiences, talents, skill or hobbies:

Do you have children attending this school? Yes No

Relationship to child: Mother Father Grandparent Step-Parent

Child(ren) Name(s):

Teacher(s)/Grade(s) _____

PLEASE READ THE MOUNTAIN VIEW AND WEST ELEMENTARY **VOLUNTEER NOTICE** BEFORE SIGNING

Have you ever been convicted, found guilty, entered a plea of no contest, entered into a deferred prosecution or pre-trial intervention agreement, or had adjudication withheld in a criminal offense other than a minor traffic violation? (DUI is not a minor traffic violation.) Are there any criminal charges now pending against you?

→PLEASE CHECK ONE: YES NO A "NO check means "NO" to every statement above.

Where Arrested: _____ Date(s): _____ Nature of Charge(s): _____

Disposition: _____

If YES, principal approval will be required Approved Not Approved, Principal

Explanation: _____

By signing, I agree to abide by the policies and/or procedures of the Spearfish School District Volunteer Program, and of the individual school in which I serve. I understand that the program reserves the right not to place me or to discontinue the use of my services as a volunteer.

→VOLUNTEER APPLICANT SIGNATURE: _____ Date: _____

OFFICIAL USE ONLY:

Law Enforcement Background Check: Date: _____ Confirmed By: _____

Placement: _____

Supervising Teacher: _____

Spearfish School District Board Meeting Approval: _____

We are delighted to process this application to volunteer with the Spearfish School District in Mountain View or West Elementary Schools. Please complete this application accurately and completely. **Be aware that a background check may be requested** pending the nature of the volunteer activity. We do this to comply with state law and to maximize the safety of our students. You may submit this application to the school of your choice or to the district office at the address above for processing. You must fill out a new application each year. All volunteers are provided in roster form to the Spearfish Board of Education for their review and approval at the earliest meeting possible. Thank you for offering your time, talents and skills to enhance the education of our students.

**SPEARFISH SCHOOL DISTRICT VOLUNTEER NOTICE
MOUNTAIN VIEW AND WEST ELEMENTARY**

Dear Parent/Guardian,

Thank you for taking the time to support your child and our classrooms. The cooperation between our parents and schools make the Spearfish School District a great place for children. As a parent volunteer, we value the time you give to support our teachers, and appreciate the willingness to accept supervision responsibility while serving as an official volunteer.

A few notes that will help you have an effective volunteer experience are outlined below for your convenience. We encourage you to contact the classroom teacher or principal with any questions or comments you may have.

- All volunteers are to complete the *APPLICATION TO VOLUNTEER* and recognized by the Spearfish Board of Education.
- Volunteers are never to be alone with children.
- Only volunteers having received background checks and clearance may serve in the capacity of a substitute teacher.
- Volunteers may observe or be exposed to sensitive information while assisting at school and are reminded that privacy is critical and school-related matters, especially involving other children, should not be discussed outside of school in accordance with the Family Educational Rights and Privacy Act.
- Volunteers are asked to honor the privacy and respect others as it applies to photographing children and the use of social media. The following statement is from the Mountain View and West Parent/Student Handbook:

As a volunteer, we appreciate your refrain from taking pictures of students other than your child and advise that posting photos/names via social media or other means of distribution is not permitted. Thank you for your understanding.

Again, we thank you for your willingness to support our students, classrooms, programs and schools. It is through this cooperation that we accomplish great things with our children.