



### **Volunteer Form – Limited Criminal History Record Check (Form 8120A)**

Dear Volunteer:

Thank you very much for your willingness to assist in the education of our children of the MSDWT. A strong base of volunteers is essential to provide the necessary supports to students' academic, social, and emotional development. While we welcome volunteers into our school community, we must also be diligent in providing a safe and secure environment for our students. To that end, the Board of Education of the Metropolitan School District of Washington Township policy states in part:

#### **8120 – VOLUNTEERS**

*The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.*

*The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not in accord with Corporation needs.*

*Each volunteer who is or expected to be in direct contact with students will be required to submit a Limited Criminal History Record Check.*

*The procedures shall ensure that information and records obtained from criminal history inquiries under this policy are confidential and shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy.*

*The Superintendent is to inform each volunteer that s/he:*

- A. shall agree to abide by all Board policies and Corporation guidelines while on duty as a volunteer;*
- B. will be covered under the Corporation's liability policy but the Corporation shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for workers' compensation;*
- C. will be asked to sign a form releasing the Corporation of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;*
- D. will be required to report any personal arrests or the filing of criminal charges while serving as a volunteer.*

**All volunteers must, at minimum, complete the following prior to approval as a volunteer:**

1. Consent to a Limited Criminal History Record Check, which may include a sex offender registry check.  
(See Below)
2. Complete the mandatory SafeSchools Bullying Prevention Training by visiting the following link:  
<https://msdwt-in.safeschools.com/register/84afcb3f>

The following information is required in order for the MSDWT to conduct a Limited Criminal History Record Check. Your signature below indicates your understanding of district policy (stated above) and your consent to allow the district to perform the necessary background checks. Applicants may not volunteer until he/she is notified of district approval as a volunteer. Thank you again for your assistance with our students.

**PLEASE SUBMIT ONE FORM PER PERSON AND PRINT LEGIBLY**

**Legal Name:** \_\_\_\_\_  
(Please Print) (Maiden Name/Other Name)

**Sex:**  Male  Female

**Date of Birth:** \_\_\_\_\_

**Race:** \_\_\_\_\_

**Student Name(s):** \_\_\_\_\_  
(If Applicable)

**Teacher Name(s):** \_\_\_\_\_  
(If Applicable)

**Check the school(s) where you will be volunteering:**

- Allisonville  Crooked Creek  Fox Hill  Greenbriar  John Strange  Nora  Spring Mill  
 Eastwood  Northview  Westlane  North Central  J. Everett Light  Hilltop

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

**If you have questions, please call (317) 845-9400.**

