



THE SCHOOL DISTRICT OF THE CITY OF HARPER WOODS

20225 BEACONSFIELD • HARPER WOODS, MICHIGAN 48225-1395

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Office of the
Superintendent

SCHOOL DISTRICT OF THE CITY OF HARPER WOODS

VOLUNTEER INFORMATION AND REQUIREMENTS

Volunteers are a vital part of the successful operation of our school system. Without volunteers, many of the school, classroom and extra-curricular activities would be difficult or impossible to provide. We thank all of those individuals who have and continue to devote their time and energy toward making our schools a better place by volunteering their time.

As one of the many safety measures that we use to maintain a safe environment for our students, we perform criminal history record checks on volunteers that work in our schools and/or programs. We have developed a Harper Woods Volunteer Registration Form that we want completed and kept on file for each person that volunteers their time in our schools.

The background checking process that we use for volunteers requires minimal information—full name (along with any maiden names), birthdate and gender. This information is requested on the Harper Woods Volunteer Registration Form.

When you come to any of the district's schools or functions to volunteer your time, we ask that you check-in at the school office or with the coach or activity/event coordinator. When you check-in at the school office, you will receive a visitor/volunteer badge that you will wear while in the school and you should return this badge to the office when you sign-out.

The Volunteer Registration Form can be found on the reverse side or next page of this notice.

If you have any questions about this process, please contact the school office or the Office of the Superintendent.

Graduates will create the families, careers, and communities that are aligned with their aspirations and values.

It is the policy of the School District of the City of Harper Woods that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Secondary School Principal at the School District of the City of Harper Woods, 20225 Beaconsfield, Harper Woods, MI 48225, or call (313) 839-7400.

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VOLUNTEER REGISTRATION FORM

I (print name) _____ have offered my services as a **volunteer** to assist the students in the Harper Woods School District in the following area(s):

I agree to abide by all relevant Board policies and administrative guidelines while acting as a volunteer. I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for Worker's Compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I understand that, as a volunteer, I am not in any manner considered an employee by the District or entitled to any benefits provided to employees.

I also release the Board of Education from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

Please indicate whether or not you have been convicted of any crimes:

_____ I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crimes.

_____ I understand that a criminal background check will take place prior to my participating as a volunteer in the School District of the City of Harper Woods and the information provided below will be kept confidential.

Previous names (Maiden, other first or last names which may have been changed):

Volunteer Signature (Required)

Birthdate (month/day/year) Gender M F (Circle One)

School/District Authorization to Volunteer

Date

Date