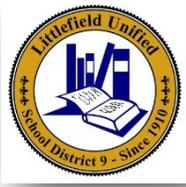


# Littlefield Unified School District #9



School Volunteer Application Packet



## Littlefield Unified School District

Dear Community Volunteer:

We would like to invite you to become a Littlefield Unified School District Volunteer. There are many areas where you could volunteer. Being a volunteer can be a very rewarding experience. You will make a difference in the lives of our children. You can work directly with children or you can work at a District level in administration. It is up to you!!!

You can volunteer as much time as you like. While we have programs which require a dedicated time period, we also have other projects which do not. The amount of time you give is entirely up to you!!!

In order to become a volunteer, you must complete a Volunteer Application Packet. This includes providing a government issued photo I.D. such as a valid driver's or government identification card. This does not have to be an Arizona driver's license or identification card. The volunteer must complete the fingerprinting process. (This is paid for by the District). If you should have a valid Fingerprint Clearance Card, please bring it.

The District makes every effort to safeguard the privacy and safety of our students. We require volunteers to keep confidential matters confidential. All employees and volunteers, when working within the scope of their work with Littlefield Unified School District, are to report to the Site Administrator or District Superintendent any suspected child abuse. Also, should you have been convicted or awaiting trial on any of the listed criminal offenses listed in the pamphlet, you are not eligible to volunteer.

The District also has a no drugs, alcohol, tobacco or fire arms allowed on the property policy. This policy is strictly enforced.

We welcome you to Littlefield Unified School District #9 and hope that you will help our students gain the best educational experience possible and pave their way for future success.

You will make a difference!

Yours very truly,

*Human Resources*

## LITTLEFIELD UNIFIED SCHOOL DISTRICT VOLUNTEER POLICIES

In accordance with District Regulation, volunteers must be fingerprinted. **Fingerprinting services can be obtained at two locations:**

Name	Address	Telephone	Hours	Cost
Mesquite Police Department	695 Mayan Circle Mesquite, NV 89027	(702) 346-5262	Mon-Friday 8:00 am - 3:30 pm	\$10.00 Cash Only
Mohave County Sheriff	700 N. Hwy 91 Beaver Dam, AZ 86432	(928) 347-4900	Tues & Thurs 8:00 am – 12:00 pm & 2:00 pm – 4:00 pm	\$15.00 Cash Only

Volunteers are asked to complete an application and packet before beginning work.

### **SUPERVISION OF VOLUNTEERS**

Littlefield Unified School District volunteers work under the direct supervision of the professional staff at each school and only with those teachers who have requested the services of the volunteer.

### **DISCIPLINE**

Students rarely have behavior problems while working with volunteers. However, it is important for you to know that our schools have detailed discipline plans and that the responsibility for discipline rests with the teacher.

### **CONFIDENTIALITY**

As a volunteer, you will learn a great deal about our programs and students. As you work with the staff and students, information of a confidential nature may be shared with you. The problems, abilities, relationships and confidences of students, their parents and the staff should never be discussed with anyone who does not have a professional right or need to know. It is important to keep confidential matters within the school.

### **CHILD ABUSE REPORTING**

All school district personnel are required by law (A.R.S. § 13-3620) to report suspected child abuse. Failure to report is a crime. This applies to all employees and volunteers when acting in the scope of their work with Littlefield Unified School District. If abuse is suspected, contact the school principal. If the Principal is unavailable, you must make the report by calling Child Protective Services (CPS), or the local law enforcement or both.

Child abuse must be reported immediately. Never delay a telephone report until the next day.

### **DISMISSAL OF STUDENTS**

Children who need to leave school early must have permission from the school office.

### **DRESS CODE**

Volunteers are adult role models for children. Please take your lead from the professional staff and dress appropriately for the job you are doing. Casual clothing is fine, but we ask your attire to be neat and conservative. Your appearance should attract no undue attention.

# LITTLEFIELD UNIFIED SCHOOL DISTRICT SCHOOL VOLUNTEER APPLICATION

School/Department Administrator: Complete this form and send with the volunteer applicant to Human Resources.

*Note: Offices will be closed during school holidays.*

Date: \_\_\_\_\_

Name of Volunteer:	
Address:	
City, State, Zip:	
Telephone:	E-mail:
School:	
For volunteer coaches, please indicate the sport:	

I have met with the above named person. Please complete the processing necessary for him/her to be considered as a volunteer at our site. This process will take a minimum of **two weeks**.

I understand that the volunteer may not work until “administrative approval” is received from Human Resources via district mail.

Administrator: \_\_\_\_\_

- Volunteer:
  - Bring this signed referral form along with a completed application packet.
  - Bring proper photo I.D
  - Complete the fingerprinting process (paid by the district).
  - If you have a valid Fingerprint Clearance Card, please bring it.

LITTLEFIELD UNIFIED SCHOOL DISTRICT

**Volunteer Statement of Awareness**

Volunteer's Name: \_\_\_\_\_ School/Unit: \_\_\_\_\_

As a volunteer of Littlefield Unified School District, I understand and agree that I must comply with school district policies and regulations that govern my conduct while performing volunteer duties. Some of these duties include:

**Confidentiality**

As you work with the staff and students, information of a confidential nature may be shared with you. The problems, abilities, relationships and confidences of students, their parents and the staff should never be discussed with anyone who does not have a professional right or need to know. It is important to keep confidential matters within the school.

**Child Abuse Reporting**

All school district personnel are required by law (A.R.S.§ 13-3620) to report suspected child abuse. Failure to report is a crime. This applies to all employees and volunteers when acting in the scope of their work with Littlefield Unified School District. If abuse is suspected, contact your Site Administrator. If the Site Administrator is unavailable, contact the District Superintendent. Child abuse must be reported immediately.

I have received a copy of the volunteer policies for Littlefield Unified School District. I acknowledge and agree to review and comply with the volunteer policies. If I have any questions regarding these or any other policies or regulations, I will contact an administrator or the certificated employee who is my supervisor.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

**IJOC ©  
SCHOOL VOLUNTEERS**

Volunteers can make many valuable contributions to the students and educational programs of the District. A volunteer program is approved subject to suitable rules, safeguards, and regulations as developed by the Superintendent.

The Superintendent shall promote appropriate annual recognition of volunteer services.

Adopted: date of Manual adoption

**LEGAL REF.:**

A.R.S.

[13-3716](#)

[15-512](#)

[23-901.06](#)

**CROSS REF.:**

[GCFC](#) - Professional Staff Certification and Credentialing Requirements  
(fingerprinting requirements)

[G DFA](#) - Support Staff Qualifications and Requirements  
(fingerprinting requirements)

## SCHOOL VOLUNTEERS

### ***Who Can Volunteer?***

Everyone who cares about children and education is a potential volunteer. Prior teaching experience is not necessary to be a volunteer. Volunteers are parents, grandparents, community members, retirees and senior citizens.

### ***What Kind of Jobs do Volunteers Fill?***

Our schools offer a variety of volunteer opportunities. Some jobs provide the volunteer with a chance to work with students. There are also volunteer opportunities for those who prefer not to work directly with students. Volunteers are viewed as partners in the education team. They make possible the improved delivery of educational services for students.

Volunteers may select the jobs that interest them and may decide on how many hours and days they wish to contribute. The time commitment is up to the individual. Volunteers may choose to serve from time to time as a resource person.

The following are samples of the jobs you may choose as a volunteer:

- *Classroom instructional volunteer.*
  - With guidance from a teacher the volunteer may tutor and assist students who are having difficulties with the subject matter. A volunteer may also perform such tasks as putting up bulletin boards, correcting papers, preparing teaching aids and special learning materials. This service will provide the teacher with more time to plan and work with students.
- *Office clerical assistance/Health center volunteer/Library volunteer.*
  - Volunteers can help in school offices assisting the school secretaries. Volunteers may offer their services in the Health Center or school library.
- *Resource person:*

- A volunteer can offer their services speaking to students on subjects for which they have knowledge.
- *Extracurricular activities volunteer.*
  - Volunteers can help with sports activities, clubs or field trips. They may work on theater productions and art projects.

## **Procedures for New Volunteers**

Adult volunteers are very important. The District promotes and supports the help of all volunteers. A volunteer's job is varied and diverse. Volunteers can help in a number of areas such as tutoring and mentoring students, assisting faculty in the classroom, or with clerical duties in school offices and libraries. Volunteers can assist coaches with athletic programs. Volunteers are extremely important to the growth and expansion of activities and programs within the District. Adult volunteers are interested in the quality of education, growth and development of our students. Many are parent volunteers but an equal number are caring individuals who want to offer their time, skills and talents. Education is "Job One." Volunteers feel the same way we do about the quality of education that is being provided in our schools.

The following are District guidelines mandated by District administration and the Governing School Board.

### ***Parent Volunteer***

Complete the Volunteer Application. The applications are available in each school office. The application requires basic information, references, previous employment history, education, special interests and experiences. The applicant can specify times available to volunteer and what they might like to do.

The Professional/Support Staff Qualifications and Requirements (enclosed within the application packet) can be notarized in the human resources office.

To comply with Arizona State law each volunteer is required to have fingerprints taken.

- A parent volunteer may not begin to volunteer prior to clearance of their fingerprints.
- Parent volunteers, who work directly with students, must complete the application process.
- If a parent is volunteering for a one-time activity such as assisting a group of club to raise money at a game or school function, they are not required to complete an application. If they intent to volunteer for

numerous activities or travel on field trips they must complete the application process.

#### *Field Trips:*

- Parent volunteers are welcome to accompany students on field trips, subject to the approval of the school principal.
- Parent volunteers will not be allowed to travel with students on overnight trips unless they have completed the volunteer application, fingerprinting, and met with the school principal.

#### **Community Volunteer**

The same rules apply to the community volunteer as the parent volunteer. All volunteers may not begin to volunteer until their fingerprints have cleared. The process takes about two (2) weeks. Each volunteer must meet with the principal or athletic director prior to volunteering.

Adult volunteers are always a valuable asset to our School District and we count each one as a special gift to faculty and students. Please remember that while the District is grateful for all who volunteers there are some areas where volunteers cannot be used. Volunteers may not work with sensitive materials which contain personal information about students or staff.

#### *Fingerprints are good for two (2) years:*

- A returning volunteer needs to update their fingerprints every two (2) years.
- If the volunteer holds a current State of Arizona Fingerprint Clearance card, they may present that in lieu of the fingerprint process.
- If the volunteer is a current District employee, they should have already been fingerprinted.

#### *Volunteering for an Athletic Program:*

- Volunteers assisting coaches in athletic programs must be over twenty-one (21), unless approved by the Superintendent.
- When a coach has a prospective individual interested in volunteering, that volunteer must meet with the principal on the campus where they wish to volunteer. If the principal, after a personal interview, feels that the volunteer is a good candidate, they may complete the application process.

- A Personnel Action Recommendation (PAR) must be completed by the principal for each prospective volunteer. Fingerprint clearance must be obtained before they may begin to volunteer.
- The Governing School Board must approve all athletic program volunteers.
- Volunteer's assisting coaches may not drive students in District or personal vehicles.
- Volunteers help fill that budget gap by offering their time, talents and assistance when there is little funding for special projects.

**EXHIBIT**

**SCHOOL VOLUNTEERS**

**VOLUNTEER APPLICATION**

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

Address \_\_\_\_\_ City / Zip \_\_\_\_\_

E-mail \_\_\_\_\_

Please complete this section of the application in order for us to have sufficient information on your experiences and background.

1. Current Employment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Work Experience \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Education (High School, College, University, etc) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Special Interest, Training, or skills (Hobbies, computers, business, music, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Volunteer Experience \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Office Use Only

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Contact Person/Activity: \_\_\_\_\_

Fingerprints       Fingerprint Card (Exp. \_\_\_\_\_)

Comments: \_\_\_\_\_

Please list times in the box or boxes to tell us which mornings or afternoons you would be available to volunteer.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

On which campus would you like to volunteer? (Please check all that apply)

- DISTRICT OFFICE     
  BDES     
  BDMS/BDHS

What program will you be volunteering for? \_\_\_\_\_

Do you already have a teacher or coach you will be volunteering for? \_\_\_\_\_

Have you ever worked with students? \_\_\_\_\_

What grade/age levels? \_\_\_\_\_

What are your areas of interest? \_\_\_\_\_

**Employment References** (Current and Previous Employment)

Employer Name, Address, Telephone	Position	Reason for Leaving	Dates Employed

# CONVICTION REPORT

CONVICTION means the final judgment on a verdict or finding of guilty, a plea of guilty, or plea of *nolo contendere*, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

A.R.S. § 15-512 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined in A.R.S. § 15-512 as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, child abuse, kidnapping and sexual abuse, if any of these crimes are conducted against a minor under 15 years of age.

A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for consideration of dismissal, if employed, and may result in prosecution for filing false information with a public agency. Upon employment, all persons must sign a notarized statement indicating that they are not awaiting trial nor have they been convicted of crimes as mandated by A.R.S. § 15-512.

**Please read carefully and answer every question.**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Have you ever been convicted of a minor offense other than a traffic violation?                   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Have you ever been convicted of a felony?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Have you ever been convicted of a sex or drug related offense?                                    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Have you ever been convicted of a dangerous crime against children as defined in A.R.S. § 15-512? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If any of the above are marked "YES", please explain on the following page and include the following information:

- Conviction Charge
- Date
- Court
- City and State of Conviction
- Amount of Fine
- Length of Jail Term or Probation

Under penalty of prosecution and dismissal, I hereby certify that the information on this application is true, accurate and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of Littlefield Unified School District. I authorize Littlefield Unified School District to make reference checks prior to employment and I will execute such documents to facilitate this investigation. I understand that my employment is not finalized until the background investigation has been completed. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal. Furthermore, I understand that I have no right to access any materials submitted and information gathered by the District during the application process and such materials and information are considered the sole property of Littlefield Unified School District.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Personal References** (please provide three [3] personal references)

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I certify that the above information is correct. I hereby authorize Littlefield Unified School District to do a background investigation. I understand that this information will be treated as confidential material. Volunteers will submit to fingerprinting as required by law (a copy of the Arizona Revised Statute is attached).

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

**EXHIBIT**

**SCHOOL VOLUNTEERS**

**VOLUNTEER QUALIFICATIONS AND REQUIREMENTS**

_____	_____
Name	Position
_____	_____
Volunteer Signature	Date Volunteering

I, \_\_\_\_\_, being duly sworn, do hereby certify that I have never been convicted of or admitted in open court or pursuant to a plea agreement committing, and am not now awaiting trial for committing, any of the following criminal offenses in the State of Arizona or similar offenses in any other jurisdiction:

<ul style="list-style-type: none"> <li>• Sexual abuse of a minor</li> <li>• Incest</li> <li>• First or second degree murder</li> <li>• Aggravated assault</li> <li>• Assault</li> <li>• Kidnapping</li> <li>• Arson</li> <li>• Sexual assault</li> <li>• Sexual exploitation of a minor</li> <li>• Felony offenses involving sale, distribution or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport or distribute marijuana or dangerous or narcotic drugs.</li> <li>• Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.</li> </ul>	<ul style="list-style-type: none"> <li>• Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.</li> <li>• Burglary in the first degree.</li> <li>• Burglary in the second or third degree.</li> <li>• Aggravated or armed robbery.</li> <li>• Robbery.</li> <li>• A dangerous crime against children as defined in A.R.S. 13-604.01.</li> <li>• Child abuse.</li> <li>• Sexual conduct with a minor.</li> <li>• Molestation of a child.</li> <li>• Manslaughter.</li> <li>• Exploitation of minors involving drug offenses.</li> </ul>
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_____	_____
Employee signature	Date signed

Subscribed, sworn to, and acknowledged before me by \_\_\_\_\_  
\_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

In Mohave County, Arizona.

My Commission Expires:

_____	_____
	Notary Public

**EXHIBIT**

**SCHOOL VOLUNTEERS**

**GUIDELINES FOR VOLUNTEERS**

- Littlefield Unified School District appreciates the time volunteers donate to our schools. The District has procured general liability coverage for volunteers. Coverage for volunteers is provided off school premises for District approved events/activities only. The District does not provide insurance coverage for the loss or damage of personal property of students, staff, or volunteers.
- The exact procedure of working with volunteers will differ with each situation. Volunteers work under direct supervision of a teacher or District personnel.
- Volunteers must refer all discipline situations to the teacher or District personnel.
- Volunteers must not give any medications or medical advice to students. Where sickness and medications are concerned the school nurse or authorized personnel will follow required procedures.
- Volunteers will receive training in preparation of their responsibility.
- Volunteers will complete the volunteer application, and receive a volunteer identification (I.D.) badge upon fingerprint clearance and Governing School Board approval.
- Each Principal will be responsible for the orientation of volunteers.

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Volunteer's Signature

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Date