

# MUSKEGO-NORWAY SCHOOLS

## REGISTERED VOLUNTEER APPLICATION FORM

S87 W18763 WOODS ROAD  
MUSKEGO, WI 53150

PHONE: 262-971-1800  
FAX: 262-679-5790

### DISCLOSURE STATEMENT

Muskego-Norway school defines a "Registered Volunteer" as a person who gives his/her services to the District and is successfully registered as a volunteer with the District. Registered volunteers are not employees of the District.

The tremendous responsibility the District has to its school children and community necessitates gathering the following information from all potential volunteers. Your responses may not prohibit your consideration; however, any misrepresentations, omissions or falsifications may result in rejection of the application to serve as a volunteer.

Provide all the information to the Human Resources Department at the above address.

LAST NAME	FIRST NAME	MIDDLE INITIAL	MAIDEN NAME	DATE OF APPLICATION
ADDRESS, CITY, STATE, ZIP			OTHER NAMES USED & DATES OF USAGE	
DAYTIME PHONE NUMBER(S)	DATE OF BIRTH	GENDER	RACE	SOCIAL SECURITY NUMBER (REQUIRED)
SCHOOL	TYPES OF VOLUNTEER WORK YOU WOULD LIKE TO DO			

### READ AND SIGN

Have you ever been arrested, charged, convicted of, plead no contest to, or been fined in connection with any felony, misdemeanor or any other type of offense (other than a parking ticket), regardless of the nature of the penalty or fine for that offense?

If yes, provide details \_\_\_\_\_

Yes  No

Are you currently subject to a pending criminal charge for any misdemeanor or felony?

If yes, provide details \_\_\_\_\_

Yes  No

Please list all other states you have lived in as an adult: \_\_\_\_\_

I certify that the facts set forth in this application are true, correct and complete without misrepresentations or omissions of any kind whatsoever. I authorize investigations of the statements I have made herein. Through my signature on this application, I consent to having the District conduct a background check.

I hereby release from any and all liability all representatives of Muskego-Norway Schools, their acts performed in connection with evaluating my application, background, credentials and qualifications. I also release all persons, companies, schools and organizations (and all persons connected with them) that provide such information to the District from any and all liability for any damage for giving this information. I understand that if any of the information on this application form is discovered to be incorrect, false or misleading or if there are any misrepresentations or omission of any kind whatsoever, the District may refuse to allow me to volunteer and I agree that the District shall not be liable in any respect if it does so.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

### OFFICE USE ONLY

Building \_\_\_\_\_

Date Background Check Completed \_\_\_\_\_

Circle one: *Approved* *Disapproved*

Administrator Signature \_\_\_\_\_

**MUSKEGO-NORWAY SCHOOLS**  
**REGISTERED VOLUNTEER APPLICATION FORM**  
**VOLUNTEER GUIDELINES**

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Thank you for your application to serve as a volunteer in the Muskego-Norway Schools. Volunteers play an essential role in the educational process within the Muskego-Norway Schools through their support in classrooms, libraries, cafeterias, offices, on field trips, and at PTO booster activities.

Confidentiality and student safety are paramount within our district for staff and volunteers. As a registered volunteer, you are required to be aware of and agree to the required expectations and responsibilities of confidentiality and safety.

All Registered Volunteers are expected to comply with the following:

**Confidentiality**

- Maintain strict confidence about students and staff. This includes any information regarding health or behavioral issues, academic performance and school records in any form. Please note that per school board policy volunteers should not have access to any individual student's record.
- Refrain from discussing school practices, individual students and personnel, or personal opinions regarding all children, adults and situations observed while volunteering unless there is a legitimate educational interest to protect the safety interests of individuals in the school. If you have a specific concern, discuss it with the principal.

**Safety**

- Sign in and wear a designated volunteer badge when working in Muskego-Norway Schools.
- Stop adults in the building who are not wearing badges and ask them to return to the office to sign in. Notify the office if person does not comply.
- Make arrangements for personal child care needs while you volunteer in schools. If not possible, be certain your child(ren) are respectful of our learning environment.

**Please note that any infraction of these expectations may result in termination of all volunteer privileges.**

- Yes, I have read the above guidelines and agree to follow the confidentiality and safety expectations and responsibilities as a registered volunteer within the Muskego-Norway Schools. I understand that failure to follow the guidelines may result in termination of my volunteer privileges.

<b>Print Name</b>	<b>Date</b>
<b>Signature</b>	

<b>Notification of Approval</b>
<b>Approval</b> will come through a Welcome Registered Volunteer letter sent by Human Resources.
<b>Non-approval</b> will come directly from the Assistant superintendent.