

### Volunteers – Screening Statement

A screening statement is required of all volunteers whose primary role is that of working directly with students or assisting staff on a regular basis; supervising/chaperoning students; or acting as an authority figure.

- a. Categories of volunteers included in screening statement:
  - Classroom volunteers/teacher assistants
  - Field trip chaperones
  - Business Partnership Volunteers
  - Volunteer sport coaches/assistants
  
- b. Categories of volunteers excluded from the screening statement: (i.e. volunteers whose primary role is not the supervision of students.)
  - Classroom resource speakers
  - Concession-stand workers, ticket-takers, etc.

The screening statement shall be collected on a separate card and kept on file in the District Office. This protects the privacy of the volunteers and keeps the cards readily available and in a central location.

The screening statement can be completed in conjunction with the Volunteer Interest information, or at the time volunteer assignment is made, depending on operational procedures at the building.

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SCHOOL \_\_\_\_\_ Non-Parent \_\_\_\_\_ NAME Senior Citizen \_\_\_\_\_ Youth \_\_\_\_\_ DOB (mm/dd/yy) \_\_\_\_\_  
 \_ Parent \_ /  
 /  
 Street \_\_\_\_\_  
 Address \_\_\_\_\_

City/State Zip \_\_\_\_\_ Phone \_\_\_\_\_

#### VOLUNTEER DISCLOSURE STATEMENT

It is the policy of the Montezuma Community School District Board of Directors to make every reasonable effort to provide a safe learning environment for students working with volunteers. Therefore, the District requires the following information:

Have you ever been convicted of a felony?  YES  NO

Have you ever been convicted, or had an administrative finding, of violating any law involving child abuse, sexual abuse, physical abuse, sexual harassment or exploitation, or any other crime?  
 YES  NO

Do you currently have charges pending relating to any of the above?  YES  NO

A "YES" answer requires a background check and an interview with a District administrator.

As a volunteer for the Montezuma Community School District, I understand that it is my responsibility to treat information about students, staff, and other situations of a professional nature as confidential. I will follow all behavior expectations and conduct rules related to school staff in my duties as a volunteer.

Signature \_\_\_\_\_ Date \_\_\_\_\_

