

**VOLUNTEER APPLICATION
(EXCLUDING AUTHORIZED CERTIFIED COACHES)
JACKSON COUNTY SCHOOLS
RIPLEY, WEST VIRGINIA 25271**

Please complete the volunteer application and return it to the principal of the school where you wish to volunteer. If your application is approved by the school principal, it along with other required documentation, will be forwarded to the Superintendent's Office for further consideration. Your application will be submitted for a criminal background check as well as checked with the sexual offender registry list provided by the WV State Police. **School volunteers are not permitted to perform any volunteer duties until they receive an approval letter from the Superintendent's Office and have been provided an orientation session by the school principal or designee.**

School Year 20__ - 20__

SCHOOL _____ Date: _____

Name: _____ Birth Date: _____
(Full legal name including Maiden name)

Address: _____ City _____ Zip Code: _____

Telephone: _____ E-Mail: _____

Your Student's Name (if applicable) _____ Grade Level: _____

Have you ever been convicted of a felony or misdemeanor?

Yes No **If yes, attach full explanation.**

Are there any court documents in force that prevent you from being on school premises or being in contact with your child?

Yes No

Are you listed on the Sex Offender Registry?

Yes No

Occupation: _____

Employer: _____ Telephone: _____

Last School Attended: _____ Degree/Diploma: _____

Reference (Please do not list relatives):

Name	Address	Telephone

I certify that all information given on this application is true and correct.

Volunteer's Signature _____ Date: _____

The Jackson County Board of Education does not discriminate on the basis of sex, race, color, religion, age, disability, or national origin in employment and in the administration of any of its educational programs and activities.

JACKSON COUNTY SCHOOLS VOLUNTEER AGREEMENT

The undersigned, herein referred to as "Volunteer," hereby expressly stipulates and agrees with the Board of Education, County of Jackson, State of West Virginia, hereinafter called "Board," that this agreement does not constitute a contract of employment; that the services of the Volunteer are gratuitous to and for the benefit of the public schools of Jackson County, West Virginia; that the Board has made no promise or agreement whatsoever, express, or implied, to compensate, remunerate or pay Volunteer for such services and; further, Volunteer expressly covenants that he/she will make no claim against the Board for his/her services to said school system. The Volunteer understands that this application will undergo a criminal background check as well as the sexual offender registry list provided by the WV State Police. **The Volunteer understands that a volunteer application must be submitted once per school and completion of required training is every three (3) years per Jackson County policy 8120.** The Volunteer understands that the principal may discontinue volunteer status at anytime. The Volunteer understands that as a school volunteer that s/he is **not** authorized by Jackson County Schools to impose discipline on students. The Volunteer understands that s/he must wear an identification designating s/he as a "Volunteer" while performing volunteer duties. **The Volunteer understands that their services as a school volunteer may be terminated at any time, either verbally or in writing, by the principal or superintendent.**

Volunteer Name: _____
(Please Print)

I have completed Required training(s) per Jackson County Policy 8120

Signature: _____ Date: _____

(For school office use only)

Required Training Review:

_____ Required training(s) completed per Jackson County Policy 8120 _____ Reviewers Initials
date completed

WV State Police Sex Offender Registry Review (<https://apps.wv.gov/StatePolice/SexOffender>):

No Record Record on File _____ Reviewers Initials

Principal Recommendation:

Recommended for approval Not recommended for approval

Principal's Signature: _____ Date: _____

(County Office Use Only)

Criminal Background Check Review:

No Record Record on File _____ Reviewers Initials

Superintendent:

Approved Not Approved

Superintendent's Signature: _____ Date: _____

Jackson County Board of Education Approval Date: _____

**JACKSON COUNTY SCHOOLS
AREA(S) OF INTEREST**

Volunteer's Name: _____

Telephone: _____ E-Mail: _____

School Location(s) for Volunteer Assignment: _____

Teacher(s) or Department(s) _____

Days/Hours Unavailable to Volunteer: _____

INSTRUCTIONS: Please indicate areas of interest:

- assist school office as receptionist
- assist school secretary with clerical tasks
- assist in the school library
- assist with school events, field trips, and projects
- assist with school beatification projects
- assist teachers with special needs students
- assist with school health program under the supervision of the school nurse
- decorate bulletin boards, create displays and learning centers
- assist school personnel in monitoring hallways, cafeteria, and/or playgrounds
- WV Read Aloud volunteer (must be registered with WV Read Aloud program)
- tutor individual students or small groups of students
- transport student(s) as requested by principal. **(Must be approved by the superintendent - please attach Form JC-7A and submit with this volunteer application)**
- other (please specify) _____