

CHUH VOLUNTEER FORM

Expectations:

- Volunteers will help the supervising staff member(s) care for students by preparing and conducting activities, providing supervision, and fulfilling students' individual needs.
- Volunteers who will be with the students must have a current FBI background check certificate and this completed form on file in the school office. Human Resources at the Board can conduct the background check at a cost of \$26.00 (exact change, please, or money order made payable to *CHUH City Schools*), and HR will give the volunteer a copy of his/her certificate. **The certificate is good for 5 years.**
- Volunteers must assume personal responsibility for their actions, and inappropriate behavior may result in volunteers being asked to discontinue their relationship with CHUH City Schools.
- ***PLEASE NOTE: Please be advised you are responsible for and assume all risks for the care and security of any and all personal property brought on to school grounds. The Cleveland Heights- University Heights City School District Board of Education will not be held liable in the event of a loss and will not replace any personal property.***

Volunteers Guidelines:

- The volunteer must be a person from the community approved by the Principal or Central Office.
- The volunteer may be assigned to assist school district staff in providing educational service and supervision to students.
- A volunteer must work under the direct supervision of the principal or supervising staff member.

Volunteers May Not:

- Be assigned to relieve supervising staff of their responsibilities.
- Be authorized to make personnel decisions.
- Deal directly with parent concerns but should refer all contacts by parents to the supervising staff member.
- Receive payment in any form for their services.
- Be covered under Worker's Compensation.
- Treat injuries except to administer emergency first aid.
- Transport students in personal vehicles.
- Discipline students.

Important Reminders:

- **Appointments are required and need to be scheduled in advance. Please email l_daniels@chuh.org or m_smith@chuh.org so an appointment can be scheduled.**
- **The form must be signed by the principal and sent to HR prior to scheduling a background check.**

Name _____ School _____

Home Address _____ Home Phone _____

Work Address _____ Work Phone/Employer _____

I have read, understand, and agree to abide by the policy above.

Volunteer Signature _____ Date _____

Principal/Supervisor _____ Date _____