

CHUH VOLUNTEER FORM

CH-UH City School District's 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 that will be with the students must have a current FBI background check certificate on file with HR and a completed volunteer form on file in the school office. The Human Resources department can conduct the background check by appointment. The cost for the FBI background check is \$26.00 payable with exact change, a check, or a money order made out to CH-UH City School District. Upon request, Human Resources will provide the volunteer with a copy of the background results. **If Cleveland Heights-University Heights City School District is the issuing party of the background check(s) the results are good for five years from the completion date.**
- Volunteers must assume personal responsibility for their actions. Inappropriate behavior may result in volunteers being asked to discontinue their relationship with CH-UH City School District.
- **NOTE: Please be advised you're 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 concerns to the supervising staff member.
- Receive payment in any form for their services.
- Be covered under Workers Compensation.
- Treat injuries except to administer emergency first aid.
- Transport students in personal vehicles.
- Discipline students.

Important Reminders:

- This form must be signed by the principal and sent to Human Resources prior to scheduling an appointment. A member of the Human Resources Department will contact you to schedule an appointment.

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

Name: _____

Name of the school you'll be volunteering at: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Volunteer Signature: _____ Date: _____

Principal/Supervisor: _____ Date: _____