

Lebanon Community Schools

Code: **IICC-AR**
Revised/Reviewed: 2/1/05; 4/7/11
Orig. Code(s): IICC-AR

Volunteers

Volunteers will be subject to the following requirements.

Authority

All volunteers are subject to the authority and direction of any district employee and are subject to all district policies, rules and regulations.

Application

Prior to performing any volunteer activities, each volunteer will be required to complete a Volunteer Application form and have it approved by the building principal or area supervisor. Once approved an annual reapplication and approval must be completed each September. All volunteers are subject to administrative approval. There is no right to volunteer or to perform any specific tasks at any specific site.

Note: Additional requirements exist for volunteer drivers during field trips or other school sponsored activities.

Criminal History Records Check

The volunteer application will include completion of a Criminal History Record form. The principal or area supervisor shall review all criminal history record forms when submitted as part of the volunteer approval process.

Any confirmed criminal record or falsification of any answer on the volunteer application or criminal history record form may subject the individual to termination as a volunteer.

Nonexempt Employees

Non-exempt district employees may not volunteer to perform services on behalf of the district unless they are considered "bona fide volunteers". An employee is a bona fide volunteer if:

1. The employee's services are offered freely and without pressure or coercion, direct or implied, from the district; and
2. The employee does not engage in the same or similar type of volunteer services as performed in the regular job.

As provided by law, non-exempt employees will not be permitted to volunteer to perform their regular work duties or the same type of duties off the clock and without compensation. The requirements of the Fair Labor Standards Act (FLSA) cannot be waived by the employee or the district. Non-exempt employees who volunteer to perform duties for the district will be required to complete the district's Non-Exempt Employee Volunteer Agreement form verifying that they are volunteering to perform services and such services are not performed in the course of their regular employment.

Non-exempt employees will not be hired or placed in any paid extra-duty positions.

Extra-Duty Volunteers

Volunteer coaches or student activity advisors shall be subject to all district and school regulations regarding volunteers. In addition, those individuals volunteering for a program or activity governed by the Oregon School Activities Association (OSAA) will complete an OSAA Activities Volunteer Agreement form and abide by all OSAA rules and requirements.

Once an individual begins volunteering in an extra-duty position, there will be no expectation or guarantee of retroactive hiring or extra-duty pay for the remainder of the activity.

**Lebanon Community Schools
VOLUNTEER APPLICATION**

Name (Please print): _____

Address: _____
Street City State Zip

Phone: _____
Home Work Other

Occupation: _____

Current Relatives Employed by LCSD: _____

Children Currently Enrolled in LCSD (Names and Schools): _____

I wish to offer my services as a volunteer for the following school(s) or program(s): _____

I would like to volunteer as (Be as specific as possible): _____

I have the following knowledge, skills, interests, materials, etc. to share with students: _____

I understand that I must have the approval of the principal or area supervisor to perform volunteer activities and that approval may be withdrawn at any time for any reason.

I understand that I must complete and submit a Criminal History Record form which may be submitted to Oregon Department of Education or Oregon State Police for a check.

I understand that the Volunteer Application form and Criminal History Record form must be completed and approved annually in order to continue to volunteer.

Volunteer Candidate Signature

Date

For District Use Only

Approved Not Approved Comments: _____

Principal or Area Supervisor Signature

Date

Lebanon Community Schools
NONEXEMPT EMPLOYEE VOLUNTEER AGREEMENT

I hereby volunteer my time and service of my own free will for Lebanon Community School District. My time and service in a volunteer capacity are given without promise, expectation, or receipt of any form of compensation, benefits, or other remuneration for this service.

I understand and agree that my volunteer participation is not being performed in the course and scope of my regular employment and that my participation in this activity is not in any way required. I further acknowledge and agree that my volunteer services are not closely related to my duties and responsibilities as an employee.

I understand that my participation as a volunteer may be terminated at any time and that I may withdraw from participation at any time for any reason and that my withdrawal will not affect my continued employment with the district.

This agreement will continue in force until terminated.

Volunteer Name (Please Print): _____

Volunteer Signature Date

Authorized School or District Administrator Signature Date

**Lebanon Community Schools
OSAA ACTIVITIES VOLUNTEER AGREEMENT**

As a volunteer for a Lebanon Community School District sponsored program or activity governed by Oregon School Activities Association (OSAA) policies, rules, or regulations, I hereby agree to the following:

I understand and agree that my volunteer participation is not in any way required by the school district or school or any person representing the district or school. I understand that my participation as a volunteer may be terminated at any time and that I may withdraw from participation at any time for any reason.

I understand and agree that I will conduct myself in a manner that is consistent with the letter and spirit of district and OSAA policies, rules, and regulations, and the fundamental values of sportsmanship.

I understand and agree that if I am found to have violated OSAA policies, rules, or regulations, I am subject to dismissal as a volunteer or such other sanctions as may be deemed appropriate. In addition, I understand and agree that I will be required to remunerate the district in the event of a fine or fines assessed by the OSAA as a result of my actions.

This agreement will continue in force until terminated.

Volunteer Name (Please Print): _____

Volunteer Signature Date

Authorized School or District Administrator Signature Date

CRIMINAL HISTORY VERIFICATION OF APPLICANTS

Fingerprinting and/or criminal history verification are required by law and District policy. Any action taken as a result of verification checks may be appealed as a contested case to the State Department of Education. Any false response on criminal history forms or in any employment application materials shall prohibit your employment or subject you to immediate dismissal from employment by the District. If you accept employment with the District (but are not required to be fingerprinted) you will be responsible to pay the Criminal History Verification form processing fee of \$6.00.

Please type or print clearly.

As appears on drivers' license/social security card

Name: _____ Date of Birth _____ Sex _____
Last/First/Full Middle MM/DD/YY

List Other Names Previously Used (i.e. maiden, divorced, nicknames): _____

Social Security No: _____ Driver License/Identification Card No: _____

Providing your social security number on this form is voluntary. If you choose not to disclose the social security number, this will not be a basis for denial of employment or any rights, services or benefits to which you are otherwise entitled. If you do provide the number the Oregon State Police will use it as an additional identifier to search for any criminal record you may have. Your social security number will be used as stated above. State and federal laws protect the privacy of your records.

Address: _____
Full Street Address and/or P.O. Box

City: _____ State: _____ Zip + 4 _____

A. Have you **EVER** been convicted of a sex-related crime? [] Yes [] No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

If yes, did the crime involve force or minors? [] Yes [] No

B. Have you **EVER** been convicted of a crime involving violence or threat of violence? [] Yes [] No

If yes, was the conviction in Oregon or another State? (Please specify if another state.) State: _____

C. Have you **EVER** been convicted of a crime involving criminal activity in drugs or alcoholic beverages? [] Yes [] No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

D. Have you **EVER** been convicted of any other crime except a minor traffic violation?
(Includes Traffic Crimes) [] Yes [] No

E. Have you been arrested within the last three years for a crime for which there
has not yet been an acquittal or dismissal? [] Yes [] No

Advisory: A check of the applicant's criminal history will be made by Criminal Information Services, Inc. (CRIS) to verify the responses to the preceding questions. I hereby grant Criminal Information Services, Inc. (CRIS) permission to check civil and/or criminal records to verify any statement made on this form.

Regardless of whether the applicant grants consent, CRIS will conduct a criminal offender record check of applicants for the position of school bus driver, volunteer, or other prospective school employees working with or around children. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. Discrimination by an employer on the basis of arrest records alone may violate federal civil rights law. The applicant may obtain further information concerning the applicant's rights by contacting the Bureau of Labor and Industries, Civil Rights Division, State Office Building, Suite 1070, Portland, Oregon 97232, telephone 503-731-4075.

I acknowledge reading and the receipt of this notice.

Applicant's Signature: _____ Date: _____