

# Baker County School District

## Volunteer Orientation

\_\_\_\_\_  
Please print your name on this line.

Volunteers within the Baker County School System are expected to adhere to the following guidelines:

1. Be willing to learn and accept supervision.
2. Volunteer for only the time you can expect to fulfill.
3. If you are going to miss a regularly scheduled session, call the school and leave a message.
4. Be punctual, sign in, wear your volunteer badge, and be sure to sign out.
5. Become familiar with school, classroom, and emergency procedures.
6. Be positive! Words are powerful.
7. Avoid disciplining any student. Refer problems to the staff.
8. Keep talking with the teacher to a minimum.
9. Do not criticize the school or teachers. If there is a misunderstanding, clear it by communication.
10. All volunteers should follow the school dress code.
11. The individual school principal and the school board or their designees will approve volunteer assignments.
12. Volunteers for field trips will not be allowed to take other children along who are not part of the school activity.
13. We are a drug free school district; smoking is strictly prohibited.
14. If any person should ask to take a child with whom you are working, you should direct that person to your supervisor or the office.

I have read, understand, and will follow the above rules.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

Please read the following statement and verify your agreement by signing on the line below:

"I understand that in the course of my work (volunteerism) in this building, I will be exposed to information that is confidential in nature. I will not discuss any of this information with anyone, including members of my own family, outside this building. Additionally, I will not discuss this information in open environments during the regular school day and/or during school activities where the confidentiality of a situation may be jeopardized (teachers' lounge, field trips, school programs, classroom parties, etc.)."

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date



# Baker County School District Volunteer Application

*Pursuant to 1012.315 F.S., applicants having been convicted of a crime involving moral turpitude shall not be employed (volunteer) in any position requiring direct contact with students. Otherwise, an applicant shall not be disqualified from employment (volunteering) solely because of a prior conviction for a crime. Nevertheless, a person may be denied employment (volunteering) pursuant to 1012.32(2)(a) and 1012.465 F.S., by reason of a prior conviction if the crime was a felony or first-degree misdemeanor and directly related to the position of employment (volunteering) sought.*

Please complete the following:

\_\_\_\_\_  
Your Name (Please Print)

\_\_\_\_\_  
Maiden/Previous Last Names

\_\_\_\_\_  
\*Social Security Number

Male  Female \_\_\_\_\_  
Race

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Cell Phone

**SCREENING:** If multiple offenses, provide information about each offense on an additional sheet of paper.

Have you ever been arrested, convicted, fined, incarcerated (jailed), placed on probation and/or community control (house arrest), taken into custody by a law enforcement officer, participated in any type of pretrial intervention program, or had adjudication withheld, other than in a minor traffic violation?      **YES** \_\_\_\_\_      **NO** \_\_\_\_\_

If yes, please complete the information requested below for each offense:

Offense \_\_\_\_\_ Name used by you at the time of offense \_\_\_\_\_

Date of offense/arrest \_\_\_\_\_ City/County/State \_\_\_\_\_

Date of conviction or disposition \_\_\_\_\_

Level of conviction (felony or misdemeanor) \_\_\_\_\_

Explanation of final disposition \_\_\_\_\_

I hereby give the Baker County School Board authorization to run a check on my record with the Baker County Sheriff's Department/Florida Department of Law Enforcement (FDLE) and furnish the Baker County School Board with the same. I further agree that if any misrepresentation has been made by me, any offer of volunteer service may be withdrawn or my volunteer service terminated immediately without any obligation to me or liability to the Baker County School District. The Baker County School System reserves the right to terminate volunteers at any time.

**Volunteer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Interview / Orientation \_\_\_ / \_\_\_ / \_\_\_      Placement (Area/Teacher) \_\_\_\_\_

*Vol. Coordinator has checked [www3.fdle.state.fl.us/sexual\\_predators](http://www3.fdle.state.fl.us/sexual_predators) and KeepnTrack Software*

**Vol. Coordinator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please check all of the following that are applicable. I am interested in volunteering at the following sites:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Pre-K/Kindergarten Center | <input type="checkbox"/> Keller Intermediate School | <input type="checkbox"/> Southside Educational Center |
| <input type="checkbox"/> Macclenny Elementary      | <input type="checkbox"/> Baker County Middle School | <input type="checkbox"/> Family Service Center        |
| <input type="checkbox"/> Westside Elementary       | <input type="checkbox"/> Baker County High School   |   |

\*Your Social Security Number is collected to undergo background screenings as required under Florida Statute 1012.465.

CRIMINAL RECORDS CHECK

Date: \_\_\_\_\_