



## SCHOOL VOLUNTEERS

A school or district administrator may approve a volunteer for service upon completion of (1) an acceptable Volunteer Application (IJOC-E) and (2) if applicable, of an acceptable criminal background check. In the absence of other available funding, volunteers will be responsible for the expense of any required criminal background check. The School District reserves the right to decline the services of a volunteer at any time for any reason.

### Volunteer Status

The following guidelines apply to all volunteers in the School District and will be used to determine volunteer status:

1) **Level 1** –The volunteer service involves no contact with students or the contact with students is either incidental or directly supervised (“line of sight”) by a District employee. Level 1 volunteers must complete an acceptable Volunteer Application and will be checked against the Colorado Convicted Sex Offender Registry at the building level.

Guests who occasionally visit the school (e.g., to attend events, have lunch with their child) are not Level 1 volunteers and need not complete a Volunteer Application, though Board Policy KK (Visitors to the Schools) still applies.

2) **Level 2** – The volunteer service involves indirectly supervised contact with students on or off campus. Level 2 volunteers must complete an acceptable Volunteer Application and have an acceptable criminal background check; unless the volunteer is a current School District employee or student, holds a current and valid Colorado teacher license, or is otherwise exempt because of a current affiliation with an entity known by the Superintendent or designee to perform comparable criminal background checks.

3) **Level 3** – The volunteer service includes driving students. Level 3 volunteers must complete an acceptable Volunteer Application, comply with Board Policy EEAE, Student Transportation in Private Vehicles, and have an acceptable criminal background check; unless the volunteer is a current School District employee or student, holds a current and valid teacher license, or is otherwise exempt because of a current affiliation with an entity known by the Superintendent or designee to perform comparable criminal background checks.

**End of File: IJOC-R**



**Boulder Valley School District**  
**File: IJOC-E**  
**Adopted: June 4, 2013**  
**Revised: May 4, 2015**

- TLogiQ Background Screening
- CBI Fingerprint Screening
- CDE Teaching License or Other

## VOLUNTEER APPLICATION

### 1. PERSONAL INFORMATION

Full Name: Last, First, MI \_\_\_\_\_

Current Physical Address, City, State, Zipcode \_\_\_\_\_

Current Telephone Number \_\_\_\_\_

Email Address (Print Clearly) \_\_\_\_\_

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

Gender: \_\_\_\_\_

Notify in case of emergency \_\_\_\_\_

Name

Telephone Number

Name(s) of child(ren) attending school in Boulder Valley School District: \_\_\_\_\_

### 2. Placement Request

\_\_\_ Classroom. Teacher: \_\_\_\_\_

\_\_\_ Volunteer Coach (MS or HS Athletics). Sport: \_\_\_\_\_

\_\_\_ Before/After School Program. Name of Program: \_\_\_\_\_

\_\_\_ Field Trip. Date and Destination: \_\_\_\_\_

\_\_\_ Overnight Chaperone/Driver. Date and Destination: \_\_\_\_\_

\_\_\_ Clerical/Front Office/Library. Describe: \_\_\_\_\_

\_\_\_ Other. Describe: \_\_\_\_\_

School Requested \_\_\_\_\_

Contact Person at School \_\_\_\_\_

School Contact Email/Telephone No. \_\_\_\_\_

### 3. ACKNOWLEDGMENTS:

- a. I understand that if I am approved as a volunteer, I will be required to adhere to all applicable laws, District policies and regulations, and school rules; and that my volunteer activities will be directed by the principal or designee.

- b. I understand that the District reserves the right and discretion to deny my application and may suspend, restrict, and/or terminate my status and service as a volunteer at any time for any reason.
- c. I understand that failing to maintain the confidentiality of all student education records and information may disqualify me from further service as a volunteer. I will not disclose, use, or disseminate student photographs or personal information about students.
- d. As a condition of being permitted to volunteer for the District, I assume the risks of personal injury or property damage that may result from my volunteer activities. I hereby agree to waive any and all claims arising out of any such injury or damage. I understand that I am not covered by the District's worker's compensation insurance.
- e. I will share with teachers and/or school administrator any concerns that I may have related to student welfare and/or safety.
- f. I agree not to exchange telephone numbers, home addresses, email addresses, or any other personal information with students unless it is required as part of my role as a volunteer. I will not contact students outside of my volunteer activities without permission from the students' parents.
- g. I agree not to transport students without the express permission of the school and in compliance with District Policy EEAE.
- h. I will ensure that my communications with school staff are courteous and professional; and that I am dependable in my service.
- i. I will not receive any compensation from any source for my volunteer activities. I will not accept gifts for my volunteer service with a face value in excess of \$25, including group gifts and gift cards.
- j. Volunteer Coaches Only:
  - i. I understand that at all times my volunteer service will be under the direct supervision of the Head Coach, and that the principal or designee will determine the responsibilities of my volunteer position.
  - ii. I will be familiar with and abide by all District and CHSAA rules governing athletics and activities.

I affirm that I have read and understand all the information above, that all information I have provided is true and accurate, and that I agree to abide by all sections and conditions above.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Applicants to be Level 2 and Level 3 Volunteers<sup>1</sup> also complete AUTHORIZATION section on next page.**

\_\_\_\_\_  
<sup>1</sup> See BVSD Regulation IJOC-R

**Level 2 and 3 Authorization:** I understand that at any time prior to and during my volunteer service Boulder Valley School District may complete a background check to include criminal and/or motor vehicle background checks, and that I may be responsible for the cost of the criminal and motor vehicle background checks. I authorize persons and entities contacted by the District in connection with this application to provide information about me. I expressly waive any claims that I may have against the District, its agents and officials or against any third party in connection with information requested and provided for the background check.

Refusal to provide authorization for criminal and motor vehicle background checks or providing false or misleading information will result in denial of application or termination of service as a volunteer. I also agree to notify the principal if I am arrested for or charged with a misdemeanor or felony at any time after completion of my Volunteer Application.

By signing below I affirm that I agree to the Authorization above pertaining to Level 2 and Level 3 Volunteers.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Office Use Only – Volunteer Level Approved:**

- Level 1 (No contact, incidental contact, or directly supervised contact with students)  
AND Not on Sex Offender Registry ([sor.state.co.us](http://sor.state.co.us)) \_\_\_\_/\_\_\_\_ (initials/date).
- Level 2 (indirectly supervised contact with students)(Background Check Required)
- Level 3 (Driving Students)(Background Check & Compliance with Policy EEAE Required)

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date