Peace Lutheran Church and School				6580 24 Mile Road Shelby Township, MI 48316 Phone: (586) 731-4120		
Name:						
	Last		Middle	Fi	First	
Address:						
_	Street	City		State	Zip	
Home Phone:		Work Phone				

Peace Board of Education Policy requires that each and every volunteer who provides care or works with children complete this volunteer form and receives the proper training.

- 1. Do you presently use illegal drugs? **YES NO**
- 2. Do you presently take any prescribed narcotic medication? **YES NO** (If you answered yes to question 2, please explain the purpose and frequency of your medication needs below)
- Have you ever been arrested for any misdemeanor or felony offense; excluding any minor civil traffic violations? YES NO (If you answered yes to question 3, please explain below)
- 4. Have you ever been convicted of a criminal misdemeanor or felony offense including a misdemeanor traffic offense? **YES NO** (If you answered yes to question 4, please explain below)

- Have you, at any time, been involved in the abuse or neglect of a child or vulnerable adult? YES NO
 (If you answered yes to question 5, please explain below)
- Have you ever been the subject of any investigation involving the Department of Human Service or Child Protective Services?
 YES NO (If you answered yes to question 6, please explain below)
- Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people?
 YES NO (If you answered yes to question 7, please explain below)

By signing this document, you acknowledge and affirm that all the information provided is factually accurate and the truth. Also, you have read the requirements and guidelines expected of volunteers, and understand that a valid copy of your driver's license and auto insurance will be required of all volunteer drivers.

Signature

Date

Adopted with Revisions October 2013

Peace Lutheran School

Board of Education Policy

REQUIREMENTS FOR VOLUNTEER DRIVERS

For added safety for your children, the Board of Education policy effective April 2012 requires all parent drivers who transport children other than their own on field trips and school activities to:

- 1. Agree to undergo a background check through the **Michigan State Police I-Chat Program**. This check reports all felonies and serious misdemeanors that are punishable by over 93 days as are required to be reported to the state repository by law enforcement agencies, prosecutors, and courts in all 83 Michigan counties.
- 2. Submit a copy of a valid driver's license
- 3. Provide certificate of current automobile liability insurance.

The results of the background check shall remain confidential with the Principal's office, but offenses which pose safety and liability concerns will exclude the volunteer from transporting Peace students other than one's child (ren).

GUIDELINES FOR VOLUNTEERS

- 1. It is highly recommended that volunteers always work with two or more children at a time.
- 2. Volunteers who may provide direct supervision or serve as chaperones on overnight field trips, agree to submit to a criminal background check through Michigan State Police I-Chat Program
- 3. Volunteers will model Christian speech and respect for all people.
- 4. Volunteers must be eighteen years old or older.
- 5. Volunteers will follow teacher's directions.
- 6. Volunteers will be informed of and abide by all appropriate classroom procedures and school policies.
- 7. Children will address volunteers by the proper titles of respect i.e. "Mr." "Mrs." "Miss".
- 8. Volunteers will avoid discussing students, parents, or teachers.
- 9. Volunteers will not be responsible for discipline of students. Concerns should be brought to the attention of the teacher / supervisor.
- 10. Volunteers will be prompt. If an absence is necessary, volunteers will inform the teacher.
- 11. Volunteers will adhere to the school's tobacco free policy.
- 12. Volunteers will adhere to the school's alcohol free policy.

Adopted with Revisions October 2013