

**Academy District 20
Non-Parent Volunteer Application Form**

Process Information for Principals

Selection of and number of volunteers is at the discretion of the principal.

Definition of a Non-Parent Volunteer: An individual over the age of 18 who does not have a child enrolled at the school in which he/she would like to volunteer.

Please follow the steps in order below regarding the non-parent volunteer process. If you have any questions about this process, please contact Julie Brownrigg in Human Resources at 234-1240 or julie.brownrigg@asd20.org

- Step 1:** The school administrator gives the prospective non-parent volunteer the Non-Parent Volunteer Application Form.
- Step 2:** The applicant completes and returns the four-page application to the school where he/she would like to volunteer.
- Step 3:** The school administrator completes and maintains three reference checks (required) that support the volunteer's ability to work successfully with children.
- Step 4:** The school administrator sends the completed four-page application and the completed Administrator's Form to Human Resources Attn: Julie Brownrigg. Please drop off at the Human Resources office or send via pony (please do not fax due to volume and lack of clarity).
- Step 5:** If CBI check clears, school administrator calls applicant requesting he/she go to Human Resources to pick up a fingerprint card.
- Step 6:** The applicant then takes the card to the Colorado Springs Police Department for fingerprinting and then returns card to Human Resources.
- Step 7:** Human Resources notifies the school administrator that the fingerprint card has been received.
- Step 8:** The school administrator contacts the non-parent volunteer to invite him/her to work in the school. **(However, if a negative report is received later from the FBI, the non-parent volunteer will be required to provide a Court Disposition. The Director for Human Resources will review the court disposition and make the determination if the non-parent volunteer is able to stay in the position or must be pulled from the position).**

SUMMARY:

- 1) Three reference checks required.**
- 2) CBI and FBI background checks required.**
- 3) Signature page requires a Notary.**

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ADMINISTRATOR'S FORM

Payment is required for all background checks and fingerprinting.

Conduct a CBI criminal background check and a FBI criminal background check on all non-parent volunteers. CBI and FBI background checks should be arranged through Human Resources.

Current costs: CBI: \$6.85 and FBI: \$39.50. In addition, the non-parent volunteer is always responsible for \$15.00 charge for fingerprinting at CSPD.

Please inform your volunteer of these expenses.

METHOD OF PAYMENT:

Please mark appropriate box for both Background and Fingerprinting payment.

CBI background check (\$6.85):

Bill School Account

Individual's Personal Check

FBI fingerprinting (\$39.50):

Bill School Account

Individual's Personal Check

Principal/Administrator Signature

School

Principal/Administrator PRINTED Name

Date

Principal/Administrator Phone Extension: _____

School Fax: _____

Principal/Administrator Phone E-Mail: _____

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Applicant Name: _____
FIRST M. I. LAST

Have you ever been fingerprinted for Academy District 20? NO YES

If "yes", year: _____

REFERENCES: List three persons (current and/or past supervisors) who are familiar with your work.

Name: _____ Phone Number: _____

Position: _____

Name: _____ Phone Number: _____

Position: _____

Name: _____ Phone Number: _____

Position: _____

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APPLICANT TESTIMONY - RELEASE FOR VERIFYING BACKGROUND INFORMATION

As a condition for volunteering in Academy District 20, a Colorado Bureau of Investigation (CBI) review is required, as well as fingerprinting through the FBI. To conduct this review, it is mandatory to provide your date of birth.

Signature

Date

PLEASE PRINT

LAST NAME

FIRST NAME

MIDDLE NAME

HOME ADDRESS

CITY

STATE

ZIP

BEST CONTACT PHONE NUMBER

E-MAIL

DATE OF BIRTH

SOCIAL SECURITY NUMBER

Notice of Nondiscrimination

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, Colorado law and district administrative policy AC (Nondiscrimination/Equal Opportunity), Academy District 20 does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services, age, marital status, genetic information, or physical characteristics in admissions, access to, treatment, or employment in educational programs or activities which it operates.

*The following person has been identified as the compliance officer for the district:
General Counsel; Academy District 20; 1110 Chapel Hills Drive; Colorado Springs, CO 80920; 719-234-1200*

Human Resources Use Only:

NS: Clear Not Clear

CBI: Clear Not Clear

CDE: Clear Not Clear

Initials: _____

Status: _____

Date: _____

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APPLICANT TESTIMONY – BACKGROUND REPORT

Academy District 20 requires all non-parent volunteers to submit a BACKGROUND REPORT FORM and APPLICANT TESTIMONY certifying that the volunteer HAS or HAS NEVER BEEN convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction). Individuals must report any convictions* that occur subsequent to the time they initially completed this form. **Please read carefully and answer every question. Circle your responses. If you answer YES to any of the questions below, please explain in detail on a separate sheet of paper, referring by number to the appropriate question. Please type or print clearly.** *Conviction of a crime is not an automatic bar to volunteering. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying to volunteer.*

Last Name	First Name		
1. Have you ever been convicted** of a felony?		YES	NO
2. Have you ever been convicted of a misdemeanor other than minor traffic violations?		YES	NO
3. Have you ever been convicted of a DUI?		YES	NO
4. Have you ever been convicted of a sex or drug-related offense?		YES	NO
5. Has any court ever received a plea of guilty or a plea of nolo contendere from you for any offense or has any court entered a deferred sentence or deferred judgement against you?		YES	NO
6. Have you ever been placed on probation?		YES	NO
7. Have you ever been convicted of, pled nolo contendere to, or received a deferred sentence for a crime involving unlawful sexual behavior or unlawful behavior involving a child?		YES	NO
8. Have you ever been dismissed, or have you resigned from a position as a result of an allegation of unlawful behavior, involving a child, including unlawful sexual behavior?		YES	NO
9. Have you ever had any professional licenses (<i>including teaching certificates/licenses</i>) suspended, annulled or revoked <i>in any state or country</i> ?		YES	NO
10. Have you ever been dishonorably discharged from the military?		YES	NO
11. Have you ever been involuntarily terminated from any employment or asked to resign from employment?		YES	NO
12. Have you ever been non-renewed or refused a continuing contract?		YES	NO
13. Have you ever resigned to avoid termination of employment or to avoid non-renewal of a contract?		YES	NO

* CONVICTION means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment, which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

** CONVICTED means a conviction by a jury or by a Court and shall also include the forfeiture of any bail, bond, or other security deposited to secure appearance by a person charged with having committed a felony or misdemeanor, the payment of a fine, a plea of nolo contendere, and the imposition of a deferred or suspended sentence by the Court.

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APPLICANT TESTIMONY – NON-PARENT VOLUNTEER SIGNATURE

I hereby certify that the information contained in this Non-Parent Volunteer Form is true and correct to the best of my knowledge. I agree to have any of the information checked by the school district. I authorize the references listed, as well as any other individuals whom the district contacts (including my current employer, former employers, and any government or law enforcement agency), to provide Academy District 20, any and all information concerning my previous or current employment. I understand that if I limit the district's right to contact persons/organizations deemed necessary by the district, the request to volunteer may not be considered further. Also, I release all parties and persons from any and all liability for any damages that may result as a consequence of furnishing such information to the district or any of its agents, staff members, or representatives for purposes related to this form or my request to volunteer. If I feel there are errors or inaccuracies in my FBI/CBI record, I will contact a Director for Human Resources. I understand that **ANY** misrepresentation, falsification, or material omission of information on this form may result in my being denied the opportunity to volunteer in Academy District 20. I understand these forms are kept on file and will remain the property of Academy District 20.

I HEREBY AFFIRM THAT ALL INFORMATION CONTAINED HEREIN IS COMPLETE AND ACCURATE. I UNDERSTAND THAT MISREPRESENTATION OF THE FACTS SHALL RESULT IN DENIAL OF APPROVAL FOR THE OPPORTUNITY TO VOLUNTEER, OR TERMINATION OF VOLUNTEERING, AND MAY BE PUNISHABLE BY LAW.

Signature of Applicant (*To be signed in the presence of a Notary Public*)

Date

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, _____.
WITNESS MY HAND AND OFFICIAL SEAL:

Notary

Address

MY COMMISSION EXPIRES: _____

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General Counsel; Academy District 20; 1110 Chapel Hills Drive; Colorado Springs, CO 80920; 719-234-1200