

## Academy District 20 Parent Volunteer Form

### **Selection of and number of parent volunteers is at the discretion of the principal.**

Definition of a Parent Volunteer: a parent whose child is enrolled at the school where the individual has requested to volunteer. If a current Academy District 20 staff member wishes to volunteer, they may only volunteer in the school in which their child attends, and their volunteer work must be significantly different from their position work.

Please follow the steps below in order. If you have any questions about this process, please contact Julie Brownrigg in Human Resources at 234-1240 or [julie.brownrigg@asd20.org](mailto:julie.brownrigg@asd20.org).

- Step 1:** The school administrator communicates with parent volunteers the need for background checks and gives the prospective parent volunteer(s) the Parent Volunteer Form.
- Step 2:** The parent(s) completes, signs, and dates the Parent Volunteer Form.
- Step 3:** The source and the number of references for parent volunteers is at the discretion of the principal.
- Step 4:** The school administrator lists all selected parent volunteer names, signs, and dates the Administrator Form.
- Step 5:** The school administrator sends the completed Administrator Form and all Parent Volunteer Forms 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 6:** Human Resources completes a CBI background check and contacts school administrator of results.
- Step 7:** If a parent does not clear the CBI check, he/she will be asked to provide additional information to Human Resources, and if applicable, a court disposition.
- Step 8:** The Director for Human Resources will review the disposition and notify the principal regarding the parent being approved or not approved to volunteer in the school.
- Step 9:** The principal communicates the outcome of the review with the parent.
- Step 10:** Administrators may check the "Approved Parent Volunteers List" on 20Admin which is updated several times a school year.

**NOTE: CBI checks are conducted on a one time only basis for parent volunteers.**

**Academy District 20  
Parent Volunteer Form**

**FORM FOR PRINCIPALS/ADMINISTRATORS ONLY**  
**TO BE COMPLETED REGARDING PARENT VOLUNTEERS**

**Payment is required for all CBI background checks.**

**Parent volunteers who work one-on-one and in small groups with students on a regular basis or chaperone a field trip, must clear a CBI background check. The school will be billed \$6.85 for the cost of each CBI background check.**

I have attached a Parent Volunteer Form for each of the following volunteers (please alphabetize):

- |           |           |
|-----------|-----------|
| 1) _____  | 11) _____ |
| 2) _____  | 12) _____ |
| 3) _____  | 13) _____ |
| 4) _____  | 14) _____ |
| 5) _____  | 15) _____ |
| 6) _____  | 16) _____ |
| 7) _____  | 17) _____ |
| 8) _____  | 18) _____ |
| 9) _____  | 19) _____ |
| 10) _____ | 20) _____ |

I understand that the school will be billed \$6.85 for each of the parent volunteers listed above.

\_\_\_\_\_  
Principal/Administrator Signature

\_\_\_\_\_  
School

\_\_\_\_\_  
Principal/Administrator PRINTED Name

\_\_\_\_\_  
Date

Principal/Administrator Phone Extension: \_\_\_\_\_

School Fax: \_\_\_\_\_

Principal/Administrator Phone E-Mail: \_\_\_\_\_

**Academy District 20  
Parent Volunteer Form**

Parent/Legal Guardian Name: \_\_\_\_\_  
FIRST M. I. LAST

Student Name 1: \_\_\_\_\_

Teacher Name 1: \_\_\_\_\_

Student Name 2: \_\_\_\_\_

Teacher Name 2: \_\_\_\_\_

Student Name 3: \_\_\_\_\_

Teacher Name 3: \_\_\_\_\_

Student Name 4: \_\_\_\_\_

Teacher Name 4: \_\_\_\_\_

Please provide the name(s) and phone number(s) for character references.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Position: \_\_\_\_\_

**Academy District 20  
Parent Volunteer Form**

**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. 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: \_\_\_\_\_

**Academy District 20  
Parent Volunteer Form**

**APPLICANT TESTIMONY – BACKGROUND REPORT**

Academy District 20 requires all 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.

**Academy District 20  
Parent Volunteer Form**

**APPLICANT TESTIMONY – PARENT VOLUNTEER SIGNATURE**

I hereby certify that the information contained in this 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.

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Signature of Parent/Legal Guardian

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Date

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