



# Adult School Volunteer Application

(CONFIDENTIAL - Please Print)

Welcome and thank you for your interest in volunteering. To keep our school safe, we ask that you take a moment to complete this volunteer application. Please leave your application at the HDMS front desk after completion. The front desk will happily make a photocopy of your Driver License or other Government Issued ID Card.

**Date:** \_\_\_\_\_ **Photo ID check:** \_\_\_\_\_

**Ethnic Code Identification:** (Check the code that best represents your ethnic identity)

Alaskan/Indian  Asian/Pacific  African American  Hispanic  Caucasian

**School:** High Desert Montessori School **Program/Purpose:** Tier II Volunteer

**Please Check all that apply:**

Classroom Help:  Field Trip:  Chaperoned Event:  Overnight Trip:

**Name:** \_\_\_\_\_  
(Last) (First) (Middle)

**Address:** \_\_\_\_\_  
(Street) (City & State) (Zip Code)

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Last 4 digits of your Social Security #:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
(Per NRS 603A.040) (Mandatory)

**In Case of Emergency Contact:**

\_\_\_\_\_  
(Name) (Relationship to you) (Phone)

**Special Medical Information in Case of Emergency:** \_\_\_\_\_

**Are you a parent, guardian, or caretaker of a child enrolled at High Desert Montessori School? If yes, please list student/ teacher name:**

\_\_\_\_\_  
**If you do not have a child currently enrolled at High Desert Montessori School, are you volunteering as a part of a community organization or business?**

**If you are NOT a parent, guardian or caretaker, please provide two character references (non-relative):**

\_\_\_\_\_  
(Name) (Relationship) (Phone) (Initial Reference Checked)

\_\_\_\_\_  
(Name) (Relationship) (Phone) (Initial Reference Checked)

**Reminder, you must always disclose criminal information:**

Have you ever been arrested, convicted, pled guilty, or pled nolo contendere to:

A criminal offence, other than a minor traffic violation, that includes, but is not limited to a felony, gross misdemeanor, DUI, etc.)..... YES  NO

A drug or sexual related offense or act of violence?..... YES  NO

Or reported for child abuse/sexual activities involving a student or minor or had charges filed against you by a school district, state/county agency, police or court?..... YES  NO

If "YES", please explain the type(s) of offense(s), location(s) and date(s) in the space. Attach a sheet if necessary. \_\_\_\_\_

**Note: Any applicant on an active "Wants and Warrants List, Registered Sex Offender, Terrorist List or on Parole or Probation WILL NOT BE ALLOWED TO VOLUNTEER.**

**Screening:** For the safety of students, all prospective volunteers will be asked to complete and Adult School Volunteer Application and provide a photo I.D. (International ID's are accepted). All prospective Tier II volunteers will be given a "Background Check" check pursuant to NRS 179D. Additionally, High Desert Montessori School, in its discretion and without statement of reason, may require a complete criminal history check on any volunteer at any time. In programs where a Tier II volunteer (an overnight /field trip or event chaperone) assists in responsibility for students (and insurance requires such a person to have another adult present) or by request from the principal, fingerprinting for a full state and federal background check are required, and the volunteer will be responsible for the charges.

**Confidentiality:** What you hear and observe about students, families and staff while volunteering in a school is confidential. Repeating a seemingly harmless comment can lead to misunderstandings and hurt feelings. For schools to provide the best environment for learning, everyone's privacy must be respected.

**Liability:** All volunteers must sign in on the school's volunteer / visitor sign in sheet at the front desk every time they volunteer. Volunteers are not covered by Workers' Compensation and assume liability and accident insurance themselves while volunteering.

**Child Neglect and Abuse Reporting:** School volunteers are obligated under mandatory child reporting laws to report any suspected child neglect or abuse according to Washoe County Social Services mandatory reporting guidelines.

**Supervision:** Volunteers perform under the direction and supervision of school personnel. Volunteers should know and follow school policies and rules. The School, in its discretion and without a statement of reason, may suspend any volunteer from volunteering. No statement by School establishes a property right to perform volunteer work.

**Communication:** If you are unable to make it to school when you expected, please leave a message. Similarly, school Staff will contact you if your time is cancelled or changed.

**Student / Volunteer Relationships:** Volunteers function in a position of trust; High Desert Montessori School does not extend that volunteer/ student trust relationship outside the supervised school environment. It is the responsibility of the volunteer to notify the Principal immediately if he/ she becomes involved with a student/ family outside the HDMS environment.

I, \_\_\_\_\_ (Print Name), affirm that I have read and understand all the information on this Adult School Volunteer Application and that all the information I have provided in the application is true and complete to the best of my knowledge. I understand that HDMS reserves the right to verify all information on this application form and that any false statements or failures to disclose information may be sufficient to disqualify me a volunteer. I hereby authorize High Desert Montessori to obtain information relating to my current and/or previous employment, education, and personal history records.

\_\_\_\_\_  
(Volunteer Signature)

\_\_\_\_\_  
(Date)