



Volunteer Policies, Responsibilities, and Guidelines Form

2025-26

We appreciate your willingness to volunteer. Volunteers to The Greenspire School may be used on a temporary basis to give support to a classroom, program, or event. Volunteers are appreciated, but should not be a distraction to the school environment.

The following standards of conduct are expected from all volunteers:

Board Policies - 9710

- Abide by all Board policies and School guidelines while on duty as a volunteer, including signing, if appropriate, the School's Network and Internet Access Agreement Forms.
- Be covered under the School's liability policy. Volunteers are informed that the School cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for worker's compensation.
- Sign a form (below) releasing the School of any obligations if the volunteer becomes ill or receives an injury as a result of his/her volunteer services.

Responsibilities

- Visit the front desk to sign in and out of the building at each school visit.
- Keep all student information confidential, unless abuse or neglect is suspected; in that case, report concerns to building administration immediately.
- Contact the office to notify the school if you will be absent.

Guidelines

- All activities are school-based. Activities are to occur on school grounds during the school day. Any exceptions must follow school guidelines and have program liaison and approval from the Head of School.
- Support teachers and their ideas.
- Treat teachers, students, administrators, and parents with respect.
- Your purpose is to give support to students.
- Do not make negative comments to others about students or school staff.
- Embrace the diversity of our school community.
- Understand that The Greenspire School reserves the right to accept, deny or revoke any volunteer request or volunteer opportunity without explanation.

My signature below represents my agreement to all of the above policies, responsibilities, and guidelines.

Volunteer Signature: _____

Printed Name: _____

Date: _____ No electronic signatures will be accepted.

The Greenspire School
Volunteer Background Check Form
2024-2025

Volunteers will need to complete a background screening every 2 years. The results of this background check will remain confidential and will only be used by the school's administration to determine if you have been convicted of an offense that would otherwise prohibit you from working in our school. Please only complete one form per eligibility period.

Instructions:

1. Print clearly and complete all required fields of the form.
2. You must attach a copy of your Driver's License or State ID with this form in order for it to be processed.
3. Forms must include the reason for the background check and date.
4. Please return this form to the school office or appropriate department for review.

ICHAT, SOR, and OTIS Authorization - Please Print Clearly

Volunteer Information:

Full Legal First Name: _____

Legal Last Name: _____ MI: _____

Other First Name: _____

Maiden/Other Last Name _____

Phone Number: _____

Current Email Address _____

Race: _____

Gender: _____ Birthdate: ____/____/____

Circle All That Apply:

American Indian/Alaskan Native, Asian or Pacific Islander, Black, White, Unknown or Other

Reason for Background Check:

Check all that apply:

Classroom Volunteer _____ Field Trip Chaperone _____ Elective Instructor _____
Special Event Assistance _____ Lunch Supervision _____ Other _____

Overnight chaperones require fingerprinting and additional authorization form(s).

My signature below is representative of my approval for The Greenspire School to conduct a criminal background check against my records using the Michigan State Police ICHAT system, Sex Offenders Registry (SOR) and the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program.

Volunteer Signature:

Date: _____

This section will be completed by administration.

Approved Date: _____

Not Approved Date: _____