



Proud Parents of Hollis, Brookline Schools

WE WANT YOU!

To Be School Volunteers

Supervised Volunteer — never left alone with students, no background check needed

Designated Volunteer — includes coaches, chaperones, theater help etc. They can be left unsupervised and require a background check

In order to provide a safe and controlled environment for our students and staff **ALL Volunteers** will be asked to fill out documents provided as a packet that includes:

- Emergency Contact Information
- Policies and Confidentiality Acknowledgement
- *Designated Volunteers*—background check
- **ALL Volunteers** will be asked to complete a series of Online training courses



- ✓ Upon completion the Central Office (SAU41) will provide a Volunteer Approval Notice protecting you from civil litigation.
- ✓ If the preceding requirements are not completed then you cannot enter the school as a volunteer, please let us know if you need help completing any of the requirements



School Administrative Unit #41

Hollis, Brookline & Hollis-Brookline Cooperative School Districts
Office of the Superintendent of Schools
4 Lund Lane

Hollis, New Hampshire 03049
603.324.5999 fax 603.465.3933

Dear Hollis-Brookline Parents:

As an SAU-wide initiative to align some of the programs across our three districts, we have created a new Volunteer Program to be implemented in each of our schools for the coming school year.

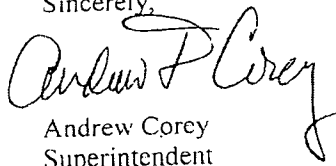
Each year, SAU 41 families will be asked to complete the attached **Volunteer Application** indicating willingness to volunteer, as well as building selection and potential opportunities of interest. Once the SAU has received the **Volunteer Application**, the following process will be followed:

1. Provide you with a packet containing the required documents, including but not limited to:
 - Emergency contacts information
 - Policy and confidentiality acknowledgments
 - Online training instructions and
 - Criminal records check documents
2. Volunteers are broken into two categories:
 - Supervised - are never left alone with students and are therefore not required to submit for a Criminal Record Check.
 - Designated - (such as Coaches, Chaperones, Theater helpers, etc.) are not always supervised and are required to submit and pay for a Criminal Record Check.
3. All volunteers will be required to complete a series of online trainings offered by the SAU...most of these are the same trainings that our regular employees take:
 - Bullying Awareness
 - Preventing Harassment and Discrimination
 - Employee Safety
 - Bloodborne Pathogens
 - Specialized Volunteer Training
4. After completing the above steps, all volunteers will be provided a Volunteer Approval Notice from the SAU which offers protection from civil litigation as a direct result of performing duties as a volunteer.
5. Volunteers will also be placed on a Volunteer Contact List that will be distributed to each District.

Please send your applications to the school or to the SAU as soon as possible so you'll be set up to volunteer on the first day of school. Completing the process is the only way to volunteer in our schools and we are counting on you to be a part of it all!

Thank you for your cooperation in the procedure, which is intended to further protect the safety and welfare of our students and staff. Should you have any questions, please contact our Human Resources Department at the phone number listed above.

Sincerely,


Andrew Corey
Superintendent



Volunteer Application

Hollis, Brookline & Hollis-Brookline Cooperative School Districts

In order to volunteer for SAU 41, all Volunteers are required to complete the following application. Please be advised that certain volunteer types will be required to complete a criminal background screening. This form **MUST be completed 30 days prior to the initial volunteer opportunity.**

Parent Name: _____ 2nd Parent (if applicable): _____

Address: _____

Telephone Number: _____ E-Mail Address: _____

Child's Name: _____ Grade: _____ Teacher: _____

Child's Name: _____ Grade: _____ Teacher: _____

Child's Name: _____ Grade: _____ Teacher: _____

I/We would be interested in volunteering in the following schools? (Check all that apply)

HPS HUES RMMS CSDA HBMS HBHS

I/We would be interested in the following volunteer opportunities? (Check all that apply)

<input type="checkbox"/> Food Service	<input type="checkbox"/> Library	<input type="checkbox"/> Classroom support
<input type="checkbox"/> Field Trip Chaperone	<input type="checkbox"/> Enrichment activities	<input type="checkbox"/> School Dance Chaperone
<input type="checkbox"/> Photocopying	<input type="checkbox"/> Special Projects	<input type="checkbox"/> Assistant Coaching
<input type="checkbox"/> Registration Days	<input type="checkbox"/> Other opportunities	<input type="checkbox"/> Special Events (BBQ, Theater, Ceremonies, etc.)

In performing the specified volunteer service, I acknowledge:

- That I am 18 years of age or older and know of no reason, medical or otherwise, which would prevent me from performing the tasks required;
- That I assume full responsibility for my own safety and the safety of others who might be affected by my actions or omissions. I hereby agree to release, defend, indemnify and hold harmless SAU 41 and its member districts, its agents, employees and officers from any and all claims of illness, bodily injury, personal injury or property damage occurring to me or to others, arising from my negligent, reckless, wanton or intentional conduct while participating in activities;
- That I will perform the volunteer service in compliance with the standards and specifications established or approved by SAU 41 and its member districts and understand that it is their right to suspend or terminate service;
- That I will not interrupt or disturb classrooms or teachers while I am a volunteer. If I need to speak with a teacher, I will follow procedure and make an appointment;
- That I agree to maintain confidentiality at all times;
- That I have never been convicted of a criminal offense and have never been arrested for any offense involving sexual misconduct or moral turpitude.

Volunteer Signature: _____ Date: _____

Volunteer Signature: _____ Date: _____

SAU USE ONLY

Superintendent Approval: _____ Date: _____

Approval Period (not to exceed one school year): _____

Criminal Record Check complete: _____ (DATE) Volunteer Packet returned: _____ (DATE)