



## Sussex Montessori School – Volunteer Form

School Volunteer Form for the 2021 – 2022 School Year

(This form must be completed and returned to the school office prior to beginning any volunteer activities at SMS)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Emergency Contact (Name/Phone number): \_\_\_\_\_

Student at SMS: \_\_\_\_\_

### Volunteer Contract:

As a volunteer at SMS, I agree to:

Make a positive contribution to the school community

Respect confidentiality when dealing with staff and students

Abide by all school rules and policies

### Volunteer Disclosure:

1. Have you ever been convicted of a felony? Yes No

If yes, please

explain: \_\_\_\_\_

2. Have you ever been convicted, or had an administrative finding, of violating any law involving child abuse, sexual abuse, sexual harassment, or exploitation, or any other crime related to children? Yes No

If yes, please explain: \_\_\_\_\_

3. Are you required to register as a sex offender with the Sex Offender Registry? Yes No

If yes, please explain: \_\_\_\_\_

4. Do you currently have charges pending or are there any ongoing investigations relating to any of the aforementioned? Yes No

If yes, please explain: \_\_\_\_\_

I authorize SMS to review my personal background. I understand that any misrepresentation of information on any volunteer forms may result in immediate discontinuation of any volunteering at SMS. I understand that SMS has the right to deny my request to volunteer in the classroom. I release SMS from any liability related to furnishing and receiving any information related to this process. This disclosure is subject to and executed under penalty of perjury.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For internal use only:

Volunteer approval granted upon signature below:

Head of School signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteers are cherished individuals who choose to donate their most precious commodity: time. Volunteers must also adhere to the Volunteer Code of Conduct (or Volunteer Covenant) regarding appropriate interactions with the children we serve. Additionally, volunteers who dedicate 5 days –or– 40 hours per year shall obtain a fingerprint background check and child abuse and sex offender registry checks.