SUSSEX MONTESSORI
PUBLIC CHARTER SCHOOL

School Volunteer Form for the 2026-2027 School Year

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

Name:_____Date of Birth:_____

Address:_____

Phone Number:_____Cell Number: _____

Email Address: _____

License or ID Number: _____

Emergency Contact (Name/Phone number): _____

Student at SMS: _____

Volunteer Disclosure

Have you ever been convicted of a felony?
□ Yes □ No

If yes, please explain: _____

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: _____

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

If yes, please explain: _____

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 Sussex Montessori Volunteer Code of Conduct regarding appropriate interactions with the children and adults of our school community.

Sussex Montessori Volunteer Code of Conduct

Thank you for your interest in volunteering at Sussex Montessori. Interacting with students provides parents/guardians a unique opportunity to inspire kids by serving as a role model for them. Modeling positive behavior helps create a positive environment where students feel safe and cared for and where they can develop learning and behavioral skills they will use for the rest of their lives. The most important way that volunteers can model respect for our students is by maintaining their confidentiality while working in the school.

Maintaining confidentiality is critical in maintaining the comfort and safety and privacy of all our students.

As a volunteer at Sussex Montessori, I will adhere to the following:

- Sign in and out of the office and always wear a visitor badge.
- Respect the privacy of all children by keeping observations, experiences and information confidential.
- Respond impartially with students regardless of background, ability, physical or emotional maturity.
- Refrain from discussing a student's progress or behavior with others.
- Refrain from photographing, touching, or reprimanding children.
- Model positive behaviors by using respectful, encouraging and appropriate language when speaking with adults and students; always remain calm and polite.
- Maintain confidentiality of Sussex Montessori staff members.
- Kindly refrain from all discriminatory actions, words or gestures against students and staff.

Thank you for supporting our school in this capacity! We appreciate you!

Print Volunteer Name: _____

Signature: _____ Date: _____