



# Holly Area Schools

*Excellence in Action!*

## VOLUNTEER BACKGROUND CHECK

### Acknowledgment Form

\* Non-Employment Background Checks Only\*

**This FORM must be completed in full, or Volunteer Status will not be approved.**

**I am a:** ☐ Parent/Guardian ☐ Relative ☐ Other (Please Identify): \_\_\_\_\_

### Contact Information

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **M.I:** \_\_\_\_ **Maiden Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Secondary Phone #:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Gender:** M / F **Eye Color:** \_\_\_\_\_ **Hair Color:** \_\_\_\_\_ **Height:** \_\_\_\_\_

### Elementary School Volunteers

**I am seeking to volunteer at:** (please check all buildings if you are planning to volunteer at multiple sites)

☐ Holly El. ☐ Davisburg El. ☐ Rose Pioneer El. ☐ Patterson El.

**I am seeking to volunteer for the purpose of:** (please check all that apply)

☐ Classroom Helper ☐ Library Aide ☐ School Event Sales (during school day)  
☐ After School Clubs/Extracurricular Activities ☐ Chaperone for Field Trips (*note there are additional forms and procedures to chaperone*)

☐ Other (please specify): \_\_\_\_\_

### Middle School Volunteers

**I am seeking to volunteer at:** (please check all buildings if you are planning to volunteer at multiple sites)

☐ Holly Middle School

**I am seeking to volunteer for the purpose of:** (please check all that apply)

☐ Library Aide ☐ School Event Sales (during school day) ☐ After School Clubs/Extracurricular Activities  
☐ Chaperone for Field Trips (*note there are additional forms and procedures to chaperone*)

☐ Other (please specify): \_\_\_\_\_

### High School Volunteers

**I am seeking to volunteer at:** (please check all buildings if you are planning to volunteer at multiple sites)

☐ Holly High School

**I am seeking to volunteer for the purpose of:** (please check all that apply)

☐ School Event Sales (during school day) ☐ After School Clubs/Extracurricular Activities

Please list the Club(s) title: \_\_\_\_\_

☐ Chaperone for Field Trips (*note there are additional forms and procedures to chaperone*)

☐ Other (please specify): \_\_\_\_\_

| Name of Student | Grade / School | Relationship to Student |
|-----------------|----------------|-------------------------|
|                 |                |                         |
|                 |                |                         |
|                 |                |                         |
|                 |                |                         |
|                 |                |                         |

### **HISTORY INFORMATION**

1) Have you previously volunteered at Holly Area Schools?

☐ Yes ☐ No

2) Have you ever pled guilty or been convicted of a felony in a state or federal court?

☐ Yes ☐ No

Date and state offense/conviction occurred: \_\_\_\_\_

If yes, provide a detailed description of the conviction:

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3) Have you ever pled guilty, or been convicted of a misdemeanor in a state or federal court?

☐ Yes ☐ No

Date and state offense/conviction occurred: \_\_\_\_\_

If yes, provide a detailed description of the conviction:

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4) Are you the subject of a current criminal or Child Protective Services investigation or have pending charges against you?

☐ Yes ☐ No

Date and state the investigation is ongoing: \_\_\_\_\_

If yes, provide a detailed description of the investigation or pending charges:

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5) Have you been denied the privilege to volunteer in the past?

☐ Yes ☐ No

**A Copy of Driver's License, State ID, or Passport must accompany this form**

**\*FORMS MUST BE FILLED OUT 4 WEEKS PRIOR TO  
VOLUNTEERING/CHAPERONING AN EVENT**

Please return the completed form to your student's school office or to:

Holly Area Schools, Human Resources Department

14470 N. Holly Rd., Holly, MI 48442

For questions or concerns, please contact our department at [humanresources@hask12.org](mailto:humanresources@hask12.org).

**Volunteering at Holly Area Schools is a privilege, and the Superintendent or designee has sole discretion to grant or deny that privilege.**

- An application to volunteer must be approved by the district prior to participating in volunteer activities each school year.
- Prior year approval does not constitute automatic approval for the current school year.
- Depending on the volunteer position, there may be additional training and requirements before approval to volunteer.
- All volunteers are expected to maintain high standards in their duties. This includes but is not limited to the following:
  - Demonstrate responsibility for oneself as an ethical person
  - Resolve issues and conflicts in an appropriate manner
  - Act in the best interest of all students
  - Respect the rights and dignity of all students
  - Demonstrate an ethic of care for all students
  - Maintain student trust and confidentiality in a developmentally appropriate manner and within appropriate limits
  - Maintain a standard of care of students commensurate with assigned duties as a volunteer
  - Promote effective and appropriate relationships with school staff
  - Promote effective and appropriate relationships with other volunteers and with parents
  - Promote effective and appropriate relationships with community members and other stakeholders
  - Demonstrate support of and adherence to district policies, procedures, and handbook expectations
  - Model respect by interacting with staff and admin in an appropriate, collaborative, and civil manner
  - Use technology in a responsible manner
  - Ensure student safety and well-being
  - Exercise due care to protect the mental and physical safety of students
  - Shall not associate or fraternize with students at any time in a manner which may give the appearance of impropriety
  - Shall not transport students in a private vehicle without approval of the student's parents and the principal
  - Shall not engage in electronic communication with students without the principal's approval.

To protect children in the care of Holly Area Schools, school policy requires that, before any person provides volunteer service at the school or at any school function, all potential volunteers complete a State of Michigan background check. **The background check is through the State of Michigan ICHAT system.** Any applicant declining to complete a "Volunteer Background Check" acknowledgment form will not be considered. **This application must be approved to participate in ALL volunteer activities, including but not limited to classroom parties and field trips.**

**Volunteering at Holly Area Schools is a privilege, and the Superintendent or designee has sole discretion to grant or deny that privilege.** Additionally, Holly Area Schools reserves the right to "approve" or "deny" any volunteer service upon review of the returned background check. **Providing false information or information that contradicts the background check results in immediate denial of volunteer status.**

By affixing your signature to this form, you agree to all expectations of being a volunteer for Holly Area Schools and acknowledge your statements are true and give full consent to complete the requested background check.

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Applicant Signature

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Date

**Building Use Only**

**Box 1**

This volunteer will:

- ☐ Work in a school setting under the supervision of HAS staff **(Proceed to end of form)**
- ☐ Work with students in any of the following: outside of school hours and/or trips off school grounds **(Proceed to Box #2)**

**Box 2**

After building-level review & approval, the volunteer may need to complete the following:

- ☐ Chaperone Form
- ☐ Live Scan Fingerprinting
- ☐ SafeSchools Modules (please list modules):

This volunteer has completed this form in full and provided all necessary documentation.

**Send this form to the District Office.**

**District Use Only**

☐ Approved    ☐ Denied    Date Approved/Denied: \_\_\_\_/\_\_\_\_/\_\_\_\_    Determining Staff: \_\_\_\_ (initials)

\_\_\_\_\_  
Administrator or Designee Signature

\_\_\_\_\_  
Date