

Volunteer Status Form

A volunteer who will have “significant unsupervised access” to students as determined by the principal/director must be fingerprinted in Human Resources before he/she may begin volunteering without supervision. If negative background information is received, the school/department will be contacted immediately by Human Resources.

First Name: _____ Last Name: _____ School/Department: _____

Volunteer Authorization

This individual has completed the background check and may begin volunteering without supervision.

Department of Human Resources

Date

Volunteer Information Request

This individual has visited HR to complete the volunteer process. However, one or more of the following items is incomplete.

Form not signed by Administrator

Box #3 marked “Yes” with reference check not completed by school/department.

This volunteer may NOT have significant unsupervised access to students until the application process is complete. Once all items are complete, Human Resources will email the Volunteer Status Form to the principal/director and school administrative assistant.

Department of Human Resources

Date