

COMMUNITY RELATIONS  
SCHOOL VOLUNTEER PROGRAM

GKG  
(EXHIBIT)

The following exhibits may be used in filling volunteer positions in the District:

Exhibit A: Application for Volunteers — 1 page

Exhibit B: Criminal History Record Information Addendum — 1 page

Exhibit C: Approval of Volunteers — 1 page

EXHIBIT A

APPLICATION FOR VOLUNTEERS

1. Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

2. At which campus(es) are you interested in volunteering?

Pecos Kindergarten  Crockett Middle School

Austin Elementary  Pecos High School

Bessie Haynes Elementary

3. What days of the week and times will you typically be available to volunteer?  
Please circle the day or days you are available: M T W Th F

Please indicate the times you are available between 7:30 a.m. and 4:30 p.m.:

\_\_\_\_\_.

4. What kind of volunteer work would you prefer?

Assist teachers with in-class projects and assignments

Mentor/tutor students one on one or in small groups

Read to/with students

Monitor cafeteria during mealtimes

Assist with field trips

Serve on District or campus committees

5. Background and experience:

Education: \_\_\_\_\_

Special skills: \_\_\_\_\_

Work or other relevant experience: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

EXHIBIT B

CRIMINAL HISTORY RECORD INFORMATION ADDENDUM

(CONFIDENTIAL\*)

I authorize the Pecos-Barstow-Toyah Independent School District to obtain copies of any information pertaining to any criminal history record maintained by any law enforcement agency, criminal justice agency, or consumer reporting agency, and use the information only for the purpose of evaluating my application to volunteer in the District.

Full name (*print*): \_\_\_\_\_

Date of birth: \_\_\_\_\_

Driver's license number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Sex:    \_\_\_ Male    \_\_\_ Female

Ethnicity: \_\_\_ Asian/Pacific Islander   \_\_\_ Black   \_\_\_ Hispanic   \_\_\_ Native American  
          \_\_\_ White   \_\_\_ Other

I understand the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for a volunteer position but will be used solely for the purpose of obtaining criminal history record information.

*(Adjust or delete the next sentence to reflect District practice)*

I understand that I am responsible for all fees associated with obtaining the criminal history record information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*This form will be removed from the application and filed separately in the office of the volunteer coordinator.

EXHIBIT C

APPROVAL OF VOLUNTEERS

This is to verify that \_\_\_\_\_ (*volunteer's name*) is eligible for assignment as a volunteer. I have provided (*him*) (*her*) with an orientation to the procedures of the campus.

Date application received: \_\_\_\_\_

Date interviewed: \_\_\_\_\_

Criminal history record reviewed:

Yes, date: \_\_\_\_\_

***(Delete any or all list items below if the District will NOT except from the background check requirement)***

No, the volunteer falls under the following exception:

- Parent, guardian, or grandparent of a student enrolled in the District
- Volunteer accompanied by a District employee while on campus
- Volunteering for a single event on campus

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assignment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date