

Peter J. Mustich, Ed.D.
Superintendent of Schools

Dear Volunteer,

In order to better inform our volunteers of district practices and policies, and to protect the safety and security of our students, the Board of Education has instituted the policy on volunteers in our schools (Policy 4532) which can be found on the district website. As part of this, all Rye Neck volunteers will be required to complete a volunteer application form. We recognize the importance of the community-school partnership and believe these steps will both strengthen our volunteer program and further our continuing efforts to provide a safe environment for our students.

Your completed volunteer application form must be on file before you can begin volunteer activities for the 2011-2012 school year. You only need to complete just **one** form regardless of the number of children you have in the district or the number of schools in which you plan to volunteer. As many of you did last year, simply return your form to any principal's office or directly to my office. Volunteer information will be kept **confidential**, with forms being maintained only in the central office and **shredded** at the end of each school year. Building principals will be provided with a listing of volunteers and only volunteers from the approved list will be used.

In an effort to ensure that you, students and staff have a positive experience, please follow these guidelines when volunteering:

- Treat everything you see or hear regarding students or staff as confidential.
- Never be alone with students or use student bathroom facilities.
- Review the emergency drill procedures for the buildings in which you volunteer.
- Treat all members of our school community with respect.
- Sign in and out at the school office and wear your volunteer badge at all times while in the building.
- Always consult with the staff member you are volunteering with before initiating an activity.

Volunteer orientation sessions will be held in the fall. Please make time to attend so that you can get updated emergency information and building-specific volunteer guidelines, as well as have an opportunity to ask questions.

Applications can be completed now for next year's volunteer service. Please take a few moments to complete the attached application and return it to the central office. Forms may be completed and returned anytime during the year, but know that applications will have to be reviewed before individuals will be allowed to participate. Thank you for your time and commitment as a Rye Neck volunteer.

Sincerely,

A handwritten signature in black ink that reads "Dr. Peter J. Mustich". The signature is written in a cursive style with a large initial "D" and "P".

Peter J. Mustich, Ed. D.
Superintendent of Schools
Encs.

RYE NECK SCHOOLS VOLUNTEER APPLICATION

INFORMATION ABOUT YOU

Name: _____ Date: _____

Address: _____ Phone: _____

In case of emergency notify: _____

I will be volunteering at the following location(s): _____

Briefly state why you want to volunteer: _____

List any skills, talents, interests, hobbies, community activities, work or professional experience you would be willing to share with our district:

List previous volunteer experience: _____

Have you ever been convicted of, or pled no contest to, a crime, other than a minor traffic violation?

Yes

No

If yes, please explain: _____

VOLUNTEER AGREEMENT AND AUTHORIZATION

Volunteer candidates must meet the highest standard of conduct because of the district's responsibilities for those in its care. This information is to be used only to assist us in determining qualifications for a position as a volunteer.

I agree to conform to the district's rules and regulations to the best of my ability.

Name: _____

Address: _____

Signature of applicant: _____

Date: _____