



School District of Shell Lake - Volunteer Guidelines



Welcome to the Shell Lake School District! The school administration, teachers, PTA, staff & families would like to take this opportunity to thank you for your interest to participate in supporting the education of our youth. There are volunteer activities to fit virtually every interest and time schedule. Our volunteers share their talents in the classroom, provide administrative and clerical support from home, and interact with the students and faculty at the many social events throughout the school year.

Children gain in so many ways when they see their families participating in their school. They develop a sense of community spirit and appreciate our commitment to them as individuals and to the greater student body. Whatever role you choose to assume, know that you are appreciated! Thank you again for helping to make this year a great one for all our children at Shell Lake Schools.

To Our Volunteers:

Please review the attached information, sign where necessary and return to your school office.

For the safety of our school, all paperwork must be on file prior to volunteering in the classroom.

The following guidelines and procedures will help you while volunteering at Shell Lake Schools:

- 1. When volunteering, please make initial contact with the designated school office secretary.** At this time, and each consecutive visit, please sign-in and sign-out using the school visitor book.
- 2. At each visit, please obtain and wear a visitor badge before proceeding to your volunteer location.** The badges are available in each school office. Also, please **remember to sign out when you are done.**
- 3. A volunteer should maintain confidentiality regarding the work and lives of the faculty and students.** This includes students' scholastic records, test scores, grades, behavior issues, and character issues.
- 4. Volunteers are present to help the teachers with all students.** It is not always possible or preferable for you to work with your own children. Please respect the teachers' decisions in these matters.
- 5. As a volunteer at Shell Lake School, you are expected to uphold the *Shell Lake Schools - Volunteer Guidelines*.**
- 6. As a volunteer at the School District of Shell Lake, you are expected to have passed a Background Verification Check conducted by the district office *prior* volunteering.**

Shell Lake Schools - Volunteer Contact Sheet

Name: _____ Date: _____

Phone: _____ E-mail address: _____

Your Student & Classroom Teacher *(if applicable)*

Thank you for choosing to volunteer at our school! As a volunteer at Shell Lake Schools, you are expected to respect the Shell Lake Schools - Volunteer Guidelines (attached). As a volunteer at Shell Lake School, you are expected to pass a Background Verification Check prior to volunteering. Your background check will be run by the School District's business office.

Check ALL That Apply:

- _____ I want to chaperone field trips ONLY
- _____ I want to volunteer in the classroom! *Grade level* _____
- _____ I want to volunteer outside of the school day only (work at home, PTA, etc)
- _____ I want to volunteer coach *Sport:* _____

Varsity Head Coach: _____

Help us schedule your help! Circle the time and days that work best for you.

Monday	Tuesday	Wednesday	Thursday	Friday
8:00a-Noon	8:00a-Noon	8:00a-Noon	8:00a-Noon	8:00a-Noon
Noon-3:00p	Noon-3:00p	Noon-3:00p	Noon-3:00p	Noon-3:00p
After School Hours	After School Hours	After School Hours	After School Hours	After School Hours
Flexible	Flexible	Flexible	Flexible	Flexible

Please sign and return to a classroom teacher or school district office. Thank you!

Signature

Date

SCHOOL DISTRICT OF SHELL LAKE
271 Highway 63
Shell Lake, WI 54871

CONSENT FOR CRIMINAL BACKGROUND INVESTIGATION

All individuals recommended for employment with the School District of Shell Lake must satisfactorily complete a criminal background check prior to hire. The following information is required of all prospective employees in order to process the data request:

Name _____ / _____ / _____
Last First Middle

Sex _____ Race: _____ Date of Birth _____ / _____ / _____

Social Security Number _____ / _____ / _____

Other names by which you have been known: _____

Have you ever been convicted of an offense other than a minor traffic violation? Yes ___ No ___

If yes, describe in full: _____

The above-referenced information shall be kept in a confidential file and is not part of your application for employment or personnel file if hired.

AUTHORIZATION AND RELEASE STATEMENT

Having made application for employment with the School District of Shell Lake and desiring them to be informed as to my character and background, I hereby authorize the School District of Shell Lake to investigate my character and background, and release all persons whomsoever from any liability because of furnishing said information.

Signature

Date

Phone Numbers _____