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# PARENT VOLUNTEER FORMS

**\*\*please only complete ONE form per person  
and return to office or one teacher\*\***

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Thank you for your willingness to share your time and talents with us here at Holly Academy!

To ensure the safety of our students, all volunteers are required to complete this packet of parent volunteer forms AND have a background check EVERY YEAR.

Volunteers must also attend at least ONE training session in order to be approved. Volunteers are only required to attend training one time.

Please be sure to fill out all forms completely and return to the office or a teacher. Your information is locked and remains confidential.

## **VOLUNTEER INFORMATION**

Forms need to be filled out by **each** volunteer **each** school year. Please print clearly in ink.

### **Contact Information:**

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Last Name	First Name	Middle Initial	Phone
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Maiden name or other name(s) previously used: \_\_\_\_\_

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Street	City	State	Zip Code
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Emergency Adult Contact	Phone
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<b>Children's Name</b>	<b>Grade</b>	<b>Homeroom Teacher</b>
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### **Please Check Appropriate Box:**

New Parent       Returning Parent      Relationship to Child(ren) \_\_\_\_\_

If you are a returning parent, have you attended a training class in the past?       Yes       No

Have you ever been convicted of a felony?       Yes       No

If you answered yes, please list all offenses:

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Offense	Date	Place
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**AUTHORIZATION FOR CRIMINAL RECORDS CHECK  
RELEASE OF INFORMATION TO HOLLY ACADEMY &  
WAIVER OF LIABILITY**

The undersigned is a candidate for volunteering at Holly Academy and has given Academy officials permission to request and receive a criminal records check.

**READ CAREFULLY—THIS DOCUMENT CONTAINS A RELEASE & WAIVER OF LIABILITY**

Print Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Sex:     Male     Female

**RECORDS RELEASE:** I hereby authorize Michigan State Police Department to send a copy of my criminal records check to HOLLY ACADEMY for the purpose of evaluating my qualifications as a candidate for volunteering.

I hereby release Michigan State Police Department, its individual board members, employees, and its agents, past and present, from any and all claims and/or liability whatsoever for any damages or consequences which may result from the pre-volunteer investigation, including the criminal records check, related to my consideration for volunteering at Holly Academy.

**WAIVER OF LIABILITY:** I hereby recognize that Holly Academy does not provide liability coverage to non-district personnel serving as volunteers for Holly Academy. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by Holly Academy and to document the volunteer’s acknowledgement that they are providing volunteer services at their own risk.

**By your signature below:**

1. You acknowledge that Holly Academy does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer’s unpaid service to Holly Academy.
2. You agree to assume all risk for death or any other loss, injury, illness or damage of any nature or kind, arising out of the volunteer’s supervised or unsupervised service to Holly Academy; agree to waive any and all claims against the Holly Academy, or its officers, Board Members, employees or agents for loss due to death, injury, illness or damage of any kind arising out of the volunteer’s supervised or unsupervised service to Holly Academy.

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Candidate—Signature

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*Office Use Only—Date Approved & Academy Rep. Signature:*

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**GENERAL GUIDELINES**  
**FOR FIELD TRIP CHAPERONES**

*It is a privilege to participate in Holly Academy field trips. Field trips are an important part of Holly Academy's educational program. It is imperative that you adhere to these rules and regulations to ensure the safety of our students.*

**I agree:**

- A. Drivers must have a valid driver's license and proof of insurance.
- B. Make sure that all students are wearing a seat belt. As of July 1, 2008, all students that are under the age of 8 and shorter than 4'9" have to be fastened into a booster seat.
- C. Only Holly Academy students participating in the field trip will be allowed, no siblings-including siblings that attend Holly Academy.
- D. Chaperones will not be allowed to stop at any other place before or after the designated field trip.
- E. Chaperones must stay with their assigned group at all times.
- F. All chaperones must check in and out with the teacher at the location of the field trip.
- G. Souvenirs or any items should not be purchased for any student.
- H. No dispensing of medications for any reason.
- I. Prior to or throughout the duration of a Holly Academy field trip, all chaperones are prohibited from the consumption or use of alcohol, tobacco, or any narcotic.
- J. Any disruptive students are to be brought to the teacher immediately.
- K. All chaperones must actively participate in the field trip.
- L. Please refrain from using cell phones, playing music during field trip.

*If any of the above rules are not followed, you will not be asked to chaperone another field trip.*

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Signature of Volunteer                      Cell Phone                      Date

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Printed Name of Volunteer

## GENERAL GUIDELINES FOR PARENT VOLUNTEERS IN THE CLASSROOM

*Holly Academy would like to thank our parents for their willingness to help us provide children with the best possible education. The Academy places the utmost importance on parental involvement in the formal and informal education of our children. These guidelines help ensure a safe school home for our students.*

1. Always check in at the office. You are required to be registered and sign into the Raptor system. The Raptor system will print out a badge that you must wear at all times while on campus.
2. Students are instructed NOT to open building doors to any adult. Please do not put a student in a position to disobey rules. The front doors are always open and several campus doors are monitored by the office and can be opened for you electronically.
3. Please remember that the teacher is responsible for the students and all activities within the classroom. Should there be an emergency, follow instructions from your teacher or nearest staff member.
4. When volunteering in a classroom, please enter the room quietly and wait until there is a break in the activity to communicate with the teacher and students in the room.
5. Please respect issues of confidentiality relating to the children with whom you work. As a volunteer, you may not talk with other parents about another child other than your own. When helping grade papers, marks should be kept in strict confidence.
6. Please leave siblings and young children at home while volunteering in a classroom to avoid distractions during instruction.
7. Please keep all comments positive when volunteering. By keeping comments positive and encouraging, you are modeling respect for all students.
8. Please dress appropriately when supervising students at school or on field trips.
9. Holly Academy is a non-smoking facility. Smoking is prohibited on campus and in cars transporting students on field trips.
10. You must sign out in the office and leave your visitor's badge when you leave school. Your driver's license will be returned at this time.

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Signature of Volunteer

Cell Phone

Date

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Printed Name of Volunteer

***Thank you for volunteering at Holly Academy. We appreciate your involvement!***