



Volunteer Application and Consent Form

Thank you for your willingness to serve as a volunteer for the Michigan City Area Schools. As a volunteer, you are making an important commitment. Please remember that even though you are not being compensated for your work, our staff will be depending on you. We appreciate you!

Date: _____

School/Location where you wish to volunteer: _____

Ms. Mrs. Mr. _____
Last Name First Name Middle Initial

Address: _____
Street City State Zip

Phone: _____

E-Mail Address: _____
Name Relationship Phone

In Case of Emergency Notify: _____

Have you ever been convicted of a felony? Y () N () If yes, explain: _____

I have read and understand Michigan City Area Schools' Guidelines for Volunteers. I agree to conform to the school district's rules and regulations. I have made complete and correct answers/statements on this application.

Additionally, I hereby authorize Michigan City Area Schools to conduct a police record inquiry to determine my acceptability as a MCAS volunteer.

Signature: _____

Printed Name: _____

Date of Birth: _____

Parent Signature: _____
(for volunteers under age 18)

Date: _____

THANK YOU!

Please submit this application at the school where you will be volunteering.

Please allow two weeks for processing.

Contact the school where you will be volunteering to check the status of your application.

Note: Volunteer approvals are valid for three years. After three years, a new application must be completed.



Michigan City Area Schools

Guidelines for Volunteers

- 1. Your main concern while engaged in school activities should be the safety and education of all students.**
- 2. You must not give students medication.**
- 3. You must not discuss individual students' grades, records, or abilities. This is personal and confidential information.**
- 4. You may not supervise a classroom or discipline students. These are the responsibilities of the teacher and the school.**
- 5. You will be assigned only to staff members and/or students requesting help.**
- 6. You should set a good example for students by your manner, appearance and behavior.**
- 7. Your volunteer involvement is limited to the school site, during school hours, and at school-sponsored activities.**
- 8. Volunteers are approved for a three-year period. After three years, you must complete a new Volunteer Application and Consent form.**
- 9. You must report to the main office upon arrival to the school and wear a visitor badge when helping with school activities.**