

Volunteer Legal Forms

1. Parent Involvement & Requirements
2. Background Check authorization form
3. Field Trip Driver & Auto Maintenance Form

HERITAGE COMMUNITY SCHOOL

PARENT INVOLVEMENT

Parents can be involved in a variety of ways in your child's education

1. Supporting your child daily in readiness for school to learn optimally
2. Actively communicate and partner with your child's teacher
3. Participation during afternoon nature walks in parks
Sign up on the monthly calendar to attend afternoon excursions to the park or or field trips.
4. Field trips: Be a driver to transport children and accompany the group
5. Attend special events at school

VOLUNTEERING REQUIREMENTS

1. Willingness to meet or talk with the teacher in advance to go over the plan and expectations for the setting and activity.
1. For drivers transporting children that are not their own
 - complete the Auto Maintenance Report
 - provide proof of automobile insurance and meet minimum requirements for coverage.
 - Have a state or nationwide criminal records check completed

* A state or nationwide criminal records check is only required for those who would have direct unsupervised contact with children.

Heritage Community School

2. BACKGROUND CHECK AUTHORIZATION

I acknowledge receipt of this BACKGROUND CHECK AUTHORIZATION FORM and certify that I have read and understand it.

I hereby authorize The Heritage Community School to obtain criminal background and/or driving record reports from a third party utilizing a social security number trace as deemed necessary and appropriate. This authorization will take immediate effect when I sign below and will continue for the current school year.

I hereby authorize without limitation any law enforcement and/or local, state and/or federal agency, information service bureau, and Social Security Administration to furnish any and all background information, including criminal history and driving records (but not credit history) requested by any entity designated by The Siskiyou School to obtain such information on its behalf. I agree that a copy of this authorization shall be valid as an original.

I understand that my service is contingent upon investigation of my background, including but not limited to character, criminal, and arrest history. As an adult working with children at the Siskiyou School, I understand and agree to the following:

- I will support the faculty/staff while with students and parents.
- I will keep all issues pertaining to students, faculty, staff, and parents confidential and discuss only with assigned faculty and the administrator.
- I will report any suspicion of child abuse to assigned faculty and/or the administrator.
- I will serve students in a fair and impartial manner without discrimination based on race, sex, national origin, special needs or socioeconomic status.
- I will abide by all school policies and guidelines.

Printed Name

First: _____ Middle: _____ Last: _____

Maiden Name, Nicknames, or Aliases _____

Driver's License Number _____

Date of Birth _____

Current Address _____

Prior Addresses

Signature _____

State/ Date _____

This form will be kept secure at all times with our business director. If you have any questions in regards to this information, please contact the office.

HERITAGE COMMUNITY SCHOOL

3. FIELD TRIP DRIVER & AUTO MAINTENANCE REPORT (Please fill out if you might be driving. We need a new form every year.)

- 1) Fill out the *Background Check* (also in this packet) and the *Auto Maintenance Report* (below).
- 2) Email us your current **AUTO INSURANCE POLICY** (NOT insurance card). Email to cmrveducation@gamil.com

Please note that your auto insurance coverage must meet the requirements described below. If it doesn't, ask your insurance company to upgrade your coverage even just for the one field trip day and have them email or fax us your policy directly. The upgrade costs a few dollars and is quickly set up.

Insurance Policy Requirements to be a field trip driver:

Your insurance must meet or exceed the following minimum requirements:

- o \$100,000 per person
- o \$300,000 per accident for bodily injury
- o \$10,000 per accident for property damage
- o \$25,000 per person and \$50,000 per accident for uninsured motorist coverage
- \$15,000 per accident for personal injury protection

Name of Driver Year, Make, & Model

Vehicle Type

License Plate #

1. All seatbelts work properly. _____ Yes _____ No
2. Windshield wipers were replaced last year. _____ Yes _____ No
3. All lights inside & out work. _____ Yes _____ No
4. Parking brake holds securely. _____ Yes _____ No
5. Condition of the brakes is good/excellent. _____ Yes _____ No
6. The overall general condition of my vehicle is: _____Excellent _____Good _____Fair

of Seats **NOT** including driver & front passenger _____

Odometer Reading _____Date _____

Signature _____