

Pickerington Local School District
OFFICE OF HUMAN RESOURCES
VOLUNTEER APPLICATION

LEVEL 1

(keep at building level)

School Year 20____-20____

LEVEL 2*

(send form to HR Dept.)

Place a check mark (✓) by the school(s) where you would like to volunteer.

ELEMENTARY

- FAIRFIELD ELEMENTARY
- HERITAGE ELEMENTARY
- PICKERINGTON ELEMENTARY
- SYCAMORE CREEK ELEMENTARY
- TOLL GATE ELEMENTARY
- TUSSING ELEMENTARY
- VIOLET ELEMENTARY

MIDDLE SCHOOL

- DILEY MIDDLE SCHOOL
- HARMON MIDDLE SCHOOL
- TOLL GATE MIDDLE SCHOOL

HIGH SCHOOL

- PICKERINGTON HIGH SCHOOL CENTRAL
- PICKERINGTON HIGH SCHOOL NORTH

JUNIOR HIGH

- LAKEVIEW JUNIOR HIGH
- RIDGEVIEW JUNIOR HIGH

*By requesting to be approved as a Level 2 Volunteer, you are acknowledging that you will be subjected to an FBI background screening. You also acknowledge that you are responsible for all associated fees for the FBI background screening completed by the PLSD Human Resources Department.

If you agree to the terms, please print your name and sign and date the **front and back** of this form and return it to the building principal for their approval. The Human Resources Department will contact you via the email listed on this application for follow up for the FBI screening process once the form is approved and signed by the building principal. **The Volunteer Application must be filled out on an annual basis and submitted to the appropriate building for yearly approval.**

In what capacity do you plan on volunteering for the Pickerington School District? (Please be specific such as classroom, club, organization, field trip, etc.)

PLEASE PRINT LEGIBLY

Name of Volunteer _____

Phone Number Including Area Code

(Home) _____ (Cell) _____

Email _____

Volunteer's Signature _____ Date _____

Building Principal Approval

Principal's Name (please print) _____

Principal's Signature _____ Date _____

Form Effective Date July 1, 2016

VOLUNTEER CODE OF CONDUCT

This Code of Conduct applies to all persons volunteering within the Pickerington Local School District.

- 🍏 Volunteers have a significant role in the work of the school. Volunteers have an integral part to play in providing a safe and enjoyable environment for young people.
- 🍏 Volunteers are expected to follow the principles of:
 - » Safety
 - » Ethical Communication
 - » Respect
 - » Ethical Conduct
 - » Support
- 🍏 Volunteers should:
 - » Behave honestly and with integrity
 - » Act with care and diligence
 - » Behave and dress appropriately
 - » Put safety first in all activities
 - » Work only according to your level of competency. Contact and report to School Administration when confronted with a situation which you are unable to contend with or is beyond your role and responsibility.
- 🍏 Volunteers should treat students and staff with respect:
 - » Respect the rights of individuals and maintain an appropriate level of confidentiality.
 - » Treat everyone with courtesy, sensitivity, tact, consideration and humility.
 - » Assist in the creation of an environment free of fear, harassment, racism and exploitation.
 - » Respect the cultures, beliefs, opinions and decisions of others although you may not always agree.
 - » Take instruction from and not obstruct the responsible staff member in any way in regards to the execution of their duties.
 - » Report any illegal activity to the School's Administration or appropriate staff member.
 - » Be aware of the young person's physical space.
 - » Be aware of your own body language.
- 🍏 Volunteers must not:
 - » Smoke or use tobacco products while volunteering and/or on school property.
 - » Use, possess, or be under the influence of alcohol at any time while volunteering and/or on school property.
 - » Condone the use of or provide any of the above substances to any students, employees or other volunteers.
 - » Verbally harass or abuse any person or use profanity while volunteering and/or on school property.
 - » Utilize your position as a volunteer to take advantage of any young person.

Volunteer Name (please print) _____

Signature of Volunteer _____ Date _____

Any breaches of this Code of Conduct will be dealt with by the school principal in the first instance and appropriate authorities will be contacted if necessary.