

## VOLUNTEER/OBSERVER REGISTRATION PACKET

2023-2024

Dear Prospective Volunteer/Observer,

Thank you for your interest in becoming a volunteer/observer at SASED. We want to make it as easy as possible to enroll as a volunteer or observer. Recognizing our high responsibility to our students, we require that all who will be working with our students, employees and volunteers, undergo background checks. The forms attached will provide the information we need and will enable us to contact you about volunteer opportunities. These forms must be completed on an annual basis.

Below is a checklist and description of the forms which you must complete:

**Enrollment Form** - Please provide as much information as possible about your interests, preferences, and availability. **Submit this form to [hr@sased.org](mailto:hr@sased.org)**

**Release Form -Background Investigation Authorization & Release** - Board policy requires that prospective volunteers undergo a criminal background investigation. No person can volunteer/observe until a successful background check has been returned to the Human Resources Office and a check of the State Police databases for [Sex Offenders](#) and [Murder and Violent Offender to Youth](#) is completed. You must present an acceptable form of identification to the HR Office at the time of the fingerprinting (if fingerprinting is required) based on your status.

In the event you have any questions, please feel free to reach out to the HR Office at [hr@sased.org](mailto:hr@sased.org) or 630-778-4500.

Thank you again for your interest in SASED. We hope you will find this a satisfying and rewarding experience.

**VOLUNTEER/OBSERVER ENROLLMENT FORM**

**School year: July 1, 2023-June 30, 2024**

VOLUNTEER: PLEASE SUBMIT FORM TO HR at HR@SASED.org

**Personal Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Email \_\_\_\_\_

Do you have an IEIN? If so, please provide here: \_\_\_\_\_

**In what capacity are you volunteering/observing? (Name of Organization, if any)**

- Parent/Guardian Volunteer
- Corporate/Professional Volunteer Company Name: \_\_\_\_\_
- Community/Organization Member Organization Name: \_\_\_\_\_
- College/Graduate Student - Fieldwork/Observation College or University: \_\_\_\_\_

**VOLUNTEER/OBSERVING RELEASE FORM**

I, the undersigned, am volunteering/observing my time and energy to help special education students. I will follow all directives of the assigned supervising SASED staff member. I have read and understood the SASED administrative guidelines for volunteers or observers. I hold SASED harmless for any injuries I receive while carrying out my duties.

I hereby release the Board, its officers, members, employees, agents and volunteers/observers from any liability or claims arising out of or in any way connected with my activities.

Volunteer/Observer (print): \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
HR Approval Date

FOR HUMAN RESOURCES USE ONLY

An acceptable form of identification (Drivers lic or State ID) had been presented by the volunteer/observer? \_\_\_\_ Yes \_\_\_\_ No

A successful background check has been returned to Human Resources? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Human Resources Approval

\_\_\_\_\_  
Date

**CODE OF CONDUCT** Thank you for your cooperation in respecting the following important guidelines:

**As a Volunteer/Observer, Your Role and Responsibilities in the School Are Unique**

1. **Understand** that your role is a supportive one. The teacher and administrator are completely in charge. You must not be left in charge of a classroom.
2. **Remember** volunteers are only permitted to work with students on school grounds and under the supervision of the public school staff.
3. **Maintain** student confidentiality at all times. Do not discuss any student with anyone except teachers, counselors, and administration.
4. **Don't** make promises you can't keep. Avoid saying things like *"Study hard and you'll definitely pass the test."*
5. **Use** good judgment and avoid compromising situations. Work in a room with people at all times. Never be left alone with one student out of view of other people. Always keep the door open.
6. **Strictly** follow volunteer guidelines and discipline practices. Physical discipline is absolutely prohibited. Ask the teacher and volunteer coordinating staff for assistance with problematic student behavior.
7. **Report** immediately to staff persons any physically abusive or sexually exploitive behavior towards a student.

**Volunteers/Observers Take Pride in Being Professional**

1. **Maintain** a constructive attitude. Don't make negative comments about the school, its personnel, or the students to other volunteers or individuals outside the school.
2. **Be Prompt** and consistent in your attendance. Teachers depend on volunteers and plan their work accordingly. Students depend on volunteers even more.
3. **Notify** your school as soon as possible if you must be late or absent.
4. **Keep** accurate record of your attendance by signing in each day you volunteer. Also maintain notes and records of daily activity with students.
5. **Establish** and maintain good and frequent communication with your classroom teacher.
6. **Never** be under the influence of drugs and alcohol. Do not smoke on school grounds.
7. **Do Not** lend money, contribute or solicit money for organizations while you are on school grounds.
8. **Do Not** use the internet inappropriately by going to websites that are not conducive to a professional or educational environment.

**Health and Safety Always Important**

1. **Alert** school staff if any student has an accident while working with you.
2. **Refer** any student in need of first aid or any type of medication to a teacher or school nurse.
3. **Learn** and follow fire drill procedures and all school rules.
4. **Notify** the principal of any accident you have on school grounds. A written form must be submitted to the principal within 24 hours.

5. **Alert** the administrator before volunteering in school if you have, or have been exposed to, a communicable disease.