

OFFICE USE ONLY

Volunteer Approved ☐

Not Eligible to Volunteer ☐

BELIEVE
in the
CHANGE™



2025-2026

VOLUNTEER/CHAPERONE APPLICATION

Thank you for volunteering to assist the Battle Creek Public Schools. Please complete the following information to help us know our volunteers. All information will be treated as confidential. We appreciate you!

Building _____ Date: _____

Name _____

(Full Name:, First Middle, and Last)

Address _____

City _____

State _____ Zip _____

Phone Number () _____ - _____ Unlisted: Yes ☐ No ☐

E-Mail _____

Person to be notified in case of emergency _____

Phone Number () _____ - _____

Program of Volunteer Activity _____

Student Name/Classroom _____

How will you be volunteering in our schools? _____

LIST TWO REFERENCES

Reference 1: _____

Name

Phone #

Occupation

Reference 2: _____

Name

Phone #

Occupation

(Please complete 2nd page)

EDUCATION

High School and/or College _____

Degree/Diploma _____

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?

Yes _____ No _____

If yes, give details _____

If you have worked under another name(s), please indicate: _____

If not a U.S. Citizen, give Visa type and Immigration Number: _____

Driver's License Number – State: _____ **No.:** _____

(Attach a copy of picture identification)

State ID Number : _____

Other Identification : _____

Date of Birth ----- _____

Social Security Number XXX - XX - _____ *(last 4 digits are required)*

Sex _____ **Race** _____

The information given is correct to the best of my knowledge. I will notify the Battle Creek Public Schools if this information changes.

Signature of Volunteer _____

Signature of Coordinator _____

Signature of Administrator _____

My signature below authorizes the Battle Creek Public Schools district and/or its agent, ICHAT / First Advantage, to conduct a background investigation and authorizes release of information in connection with my application for volunteering. This investigation may include any or all information contained in criminal or civil convictions, personal references, professional references, social security number and date of birth verification from the social security administration, etc., and other appropriate sources. I waive my right of access to written notice required under section 6 of the Bullard-Plawecki right to know act, Act No. 397 of the Public Acts of 1978, being section 423.506 of the Michigan Compiled Laws. I hereby release without limitation the school district and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local Sheriff, information from the Central Criminal Records Exchange of either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the Michigan or other State Department of Social Services Child Protective Services Unit and any Locality to which they refer for release of information pertaining to any findings of child abuse or neglect investigations involving me. The district shall not be liable for any damages, which may result from such verification and inquiry. Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, or any supplement to it will be sufficient grounds to prohibit or for my release should I become a volunteer with the school district.

Signature of Applicant: _____ **Date** _____

Please send to Human Resources upon completion Volunteer Application **With a viewable copy of their driver's license** 2025-2026

Section 3000 – Operations, Finance, and Property

3105 Visitors and Volunteers

Visitors and volunteers, including parents/guardians, may access the District's property subject to all applicable Policies. The District may deny such access for any lawful reason.

A. Visitors

1. A person may not enter or remain on the District's property if prohibited by law.
2. A person visiting a school building during instructional hours must first report to the building's main office. In the Superintendent's or building principal's discretion, a visitor may be required to sign in, present a form of identification, explain the visitor's purpose, wear a visitor badge, and be escorted while on District property. District personnel that discover a visitor who has not reported to the building's main office will promptly direct the visitor to the building's main office.
3. The District may require advance notice from a person who desires to observe classroom instruction. See also Policy 5401.
4. The building principal or designee may permit a parent/guardian who is a registered sex offender to visit District property to participate in or attend his or her child's school activities. The building principal or designee may require the parent/guardian to comply with other conditions upon visitation, including: a check-in/check-out system, an employee escort while on District property, and a requirement to leave District property immediately upon conclusion of the child's activity.

B. Volunteers

1. A person desiring to volunteer must provide information to the District, including that person's name, address, telephone number, and a form of identification.
2. The District may lawfully require a volunteer to complete an application and consent to a background check as described in Policy 4205.
3. Volunteering is a privilege, not a right. A person does not have any right to volunteer or to perform any particular volunteer assignment. The

Superintendent or designee will assess a volunteer's capabilities and determine the appropriate volunteer assignment. The Superintendent or designee may reject a volunteer's request or deny or terminate a volunteer's assignment at any time for any reason that is not unlawful.

4. Volunteer Drivers

- a. A volunteer may only drive a District vehicle with approval of the Superintendent or designee and in compliance with all applicable laws. For purposes of this subsection B.4, a “District vehicle” is a vehicle owned or leased by the District, including a school bus, and a “private vehicle” is any vehicle that is not a District vehicle.
- b. With the Superintendent or designee’s approval, District personnel, an approved volunteer, or a student’s parent/guardian may transport students to and from a school or school-sponsored event in a private vehicle.
- c. Except in an emergency, before a student rides in a private vehicle, the driver must have permission from the student’s parent/guardian to transport the student to or from the school or applicable event. Permission must be in writing if the driver is using a vehicle with a manufacturer’s rated seating capacity of 11 or more passengers.
- d. A volunteer driver must:
 - hold a valid driver’s license appropriate for the vehicle;
 - if required by law, hold a valid chauffeur’s license; and
 - for a private vehicle, provide to the Superintendent or designee’s satisfaction proof of insurance and proof of the vehicle’s lawful registration.
- d. A volunteer driver is responsible for any loss, damage, cost, and liability related to the driver’s operation of a District vehicle or private vehicle.