

**DEERFIELD COMMUNITY SCHOOL DISTRICT**  
**VOLUNTEERS**

The Deerfield Community School District thanks you for your interest in working with our students. The safety and well-being of district students and staff is of paramount importance. Therefore, all adult volunteers will need to complete a volunteer application form and a background check will be completed on them.

Volunteer coaches will be expected to follow all the regulations set forth in this policy. Any request for a volunteer coaching position must be initiated by the head coach or athletic director, approved by the building principal and recommended to the district administrator. The volunteer will complete an application form and file the WIAA non-faculty coach application. Volunteers will be selected on the basis of their skills, knowledge of the activity, ability to work with students and coaching ability. Volunteer coaches are held to the same expectations as outlined in the Athletic and Coaches Handbook, as all other contracted coaches are held to.

School administration retains the authority to approve all school volunteers and the tasks they perform in the schools. A copy of the District Code of Ethics for Volunteers will be provided for every volunteer in the district and must be signed prior to working with students.

**VOLUNTEER APPLICATION**

Completion of all items required. Please print clearly.

Name\_\_\_\_\_

Address\_\_\_\_\_

Telephone #\_\_\_\_\_

(Home)

(Work)

(Cell)

E-Mail Address\_\_\_\_\_

Emergency Contact Name and Phone Number(s):  
\_\_\_\_\_

Date of Birth\_\_\_\_\_ *(Needed for State of Wisconsin Background Check)*

Social Security Number\_\_\_\_\_ *(Needed for State of Wisconsin Background Check – Will not be shared or used for any other purposes.)*

Driver’s License Number\_\_\_\_\_ *(Only needed if position may require transporting students in school vehicles. DOT Background Check will be completed.)*

**Availability**

When are you available?\_\_\_\_\_

Building Level/Classroom/Co-Curricular Position Applied for:\_\_\_\_\_

Have you taken the ASEP course (Volunteer Coaches)?\_\_\_\_\_

Have you ever been employed by the district?\_\_\_\_\_

If so, when?\_\_\_\_\_

Have you ever been convicted, plead no contest to any offense or violation other than minor violations (include felonies, misdemeanors, or municipal ordinance violations)?  
\_\_\_\_Yes \_\_\_\_No List pending charges for such violations.

\_\_\_\_\_  
\_\_\_\_\_

**Educational Preparation**

High School \_\_\_\_\_ City \_\_\_\_\_

Graduation Date \_\_\_\_\_

College/University \_\_\_\_\_

Location \_\_\_\_\_

Graduation Date \_\_\_\_\_ Major/Minor \_\_\_\_\_

**Educational Preparation (contd)**

Other, i.e., courses in First Aid, CPR, emergency, etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Related Experiences (Recreation, coaching, hobbies, interests, etc.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My signature below indicates that I have completed this application accurately and truthfully, and have given my permission to the district to verify any and all information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**(Do NOT Write In This Space)**

Assignment(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Effective Dates: From \_\_\_\_\_ To \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Signature of the approving activity director \_\_\_\_\_

Signature of the approving building principal \_\_\_\_\_

Signature of the approving superintendent \_\_\_\_\_

Date \_\_\_\_\_

**SOURCE: DEERFIELD COMMUNITY SCHOOL DISTRICT**

## CODE OF ETHICS FOR VOLUNTEERS

### 1. **Maintain Confidentiality**

In your role as volunteer, you may read and hear information about students that is *confidential*. It may be the result of classroom or achievement tests, attendance data, financial or personal family information, social or behavioral actions, or other interactions. There may be times that a staff person may need to share confidential information with you or a student may tell you something in confidence. You may hear conversations between students and teachers, students and students, or between district personnel. All these things are confidential and should never be discussed with others who do not have a legitimate need to know. If you suspect a child is being abused or neglected, this should be reported immediately to the building administrator.

Parents, friends or community members may, in good faith, ask you questions about the progress or problems of a student knowing that you are a volunteer. Discussion of individual students, teacher, or staff, or their actions and/or their abilities, is considered a breach of professional conduct, and the student's right to privacy.

### 2. **Be Reliable**

Remember that students and staff members depend on, and appreciate, your presence. If you find you will be running late, please contact the school.

### 3. **Be a Good Role Model**

All faculty, staff, administrators, board members, and school volunteers serve complementary roles in promoting positive character development.

In schools, as in families, children care about our values because they know we care about them.

- a. Volunteers serve as **caregivers** – respecting students, helping them succeed at the work of school, treating each student as having worth and dignity, and enabling students to gain a first-hand appreciation of the meaning of ethics by being treated in an ethical way.
- b. Volunteers serve as role **models** – ethical persons who demonstrate a high level of respect and responsibility both inside and outside the classroom.
- c. Volunteers serve as **mentors** – providing guidance through explanation, storytelling, encouragement of positive behavior, and corrective feedback – especially one-on-one correction.

**(over)**

**4. Practice Open and Positive Communication**

Address any concerns or issues promptly and productively. You may contact the classroom teacher or the building principal to express your concerns.

Communication is the key to establishing good relationships that benefit everyone.

I agree to follow the procedures for volunteers as outlined above. I understand that my volunteer status may be revoked for failure to follow the Code of Ethics for Volunteers.

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Name (Please print)

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Signature

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Date