

TULSA PUBLIC SCHOOLS' VOLUNTEER PROGRAM

SCHOOL VOLUNTEER APPLICATION & SECURITY CHECK

Please note: If you have completed the application for Going to Bat for Tulsa's Kids or Big Brothers & Sisters mentoring programs, you do not need to complete the following application. Current TPS students and TPS teachers: Please write "TPS student" or "TPS teacher" in the "Previous Address" box. You don't need to provide Social Security #, birthdate, complete the criminal record questionnaire or sign the back.

Last Name	First Name	Middle Initial	Jr, Sr. etc.	Today's Date
Social Security Number <i>Level 1 Volunteers</i>		Date of Birth <i>Level 1 Volunteers</i>		
Home Phone	Work/Daytime Phone	Other Phone <i>if applicable</i>	E-mail <i>if applicable</i>	
Current Address	City	State	Zip Code	How Long?
Previous Address <i>if at current address less than 3 yrs Level 1 Volunteers</i>		City	State	Zip Code

VOLUNTEER CATEGORY: Partners in Education (please specify) _____

Parent PTA Teacher Senior 55+ Student Junior Achievement Individual

SCHOOL PREFERENCE: (please list all schools in which you plan to volunteer): _____

If you do not have a specific school preference, please denote which age-level you prefer.

Elementary (K-5th grade) Middle (6-8th grade) High (9-12th grade) 4-year old program

Alternative Schools (students who have problems/situations hindering them from thriving in traditional school settings)

VOLUNTEER SERVICE OPPORTUNITIES: See *School Volunteer Program Service Opportunities* handout for details

Lunch Buddy Reading Tutor Puppeteer Other Subject Tutor Fieldtrip Chaperone

Teacher Assistant Talent Share No Preference Other _____

Would you be interested in volunteering on an "as-needed" basis? (i.e. field trip chaperone, one-time activities, special projects, jog-a-thon, etc.) *Please note: This is not school specific.* Yes No

VOLUNTEER CRIMINAL RECORD QUESTIONNAIRE: Student and staff safety is of paramount concern to the TPS and its Board of Education. Please respond to the following questions truthfully and honestly. The disclosure of a prior criminal history will not automatically prohibit selection as a volunteer.

1. Have you ever entered a plea of guilty or no contest to a federal or state (any state) felony charge in a criminal proceeding? Yes No
2. Have you ever been convicted of or fined for a federal or state (any state) felony offense? Yes No
3. Have you ever been charged with a federal or state (any state) offense that was reduced to a misdemeanor offense to which you pled guilty or no contest? Yes No
4. Have you ever entered a plea of guilty or no contest to, or been convicted of, federal or state (any state) misdemeanor charge including illegal chemical substances or illegal sexual activity? Yes No
5. Have you entered into a deferred prosecution agreement with a federal or State (any state) prosecutor?
 Yes No
6. Have you ever pled guilty or no contest to a misdemeanor offense that was originally a federal or state (any state) felony charge? Yes No

If yes to any of the above, please complete the following: (Responses will be kept confidential.)

TYPE OF VIOLATION	DATE	PLACE (CITY, STATE)
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PLEASE TURN OVER AND COMPLETE BACKSIDE OF APPLICATION.

VOLUNTEER BACKGROUND REPORT AUTHORIZATION & RELEASE

1. I understand that it is my responsibility to notify TPS within 10 days if there are any changes in response to any of the questions in the above *Volunteer Criminal Record Questionnaire*. I agree to re-validate the information annually by completing the *Annual Volunteer Criminal Record Questionnaire*.
2. By submitting this application for TPS' consideration of me as a volunteer or continued assignment as a volunteer, I understand that TPS may conduct inquiries into my character and background, including, but not limited to, a criminal background check and other pertinent information. I voluntarily authorize, without reservation, only to the extent necessary, TPS to verify the foregoing information through any reasonable means, any person or entity contacted by TPS to furnish the above stated information. I release any such person or entity as well as TPS from any liability for conducting such background checks. I understand this release is valid for the duration of time that I may act as a volunteer for TPS and authorize TPS to obtain one or more background checks immediately or in the future should they deem it appropriate. I hereby consent to TPS to obtain the above stated information.
3. I understand that I can be accepted or denied as a volunteer with TPS. I understand that it is the policy of TPS to deny volunteer opportunities for individuals who have been convicted of any violent crime against any person who could be a threat to the safety of students and staff. If denied, I understand I have a right to make a written request, within a reasonable time, to receive information about the nature and scope of this background check and/or a review by the Volunteer Review Committee (VRC).
4. I understand that the VRC will analyze any denied applications as requested and that all decisions of the VRC are final.
5. I am offering my services to TPS without compensation and without any rights to health benefits in case of injury.
6. I affirm that my responses are true, complete and correct to the best of my knowledge and are made in good faith. Refusal to sign and return or giving misinformation on any required form will result in disqualification from consideration.

Signature: _____ Date: _____

Please return this completed form to your organization's Partners in Education coordinator (if applicable), any school office or to TPS' District Volunteer Resource Office (address below). Upon receipt, we will process your application and contact you within 10 days. We are extremely grateful for your time and will do our very best to match your skills and services where and with whom they will be of greatest benefit. If you have any questions, comments or concerns, please call the Volunteer Resource Office. Thank you for your interest in our students' current and future success.

CONTACT INFORMATION:

District Volunteer Resource Office
Tulsa Public Schools
3027 South New Haven, Suite 601, Tulsa, OK 74114
Phone: 746-6330 Fax: 746-6407 Email: weavema@tulsaschools.org

FOR SCHOOL & DISTRICT VOLUNTEER OFFICE USE ONLY

Applicant Level: Level 1 Level 2 Level 3 VRC Approval Needed?: Yes No
Background Check Required? Yes No VRC Decision: Approved Denied
If "yes", date completed _____ VRC signature: _____
Volunteer Applicant Status: Approved Denied School(s) Assigned _____

I (principal's name) _____ do not foresee, to the best of my knowledge, the above-mentioned person to be harmful to the students or staff of Tulsa Public Schools.