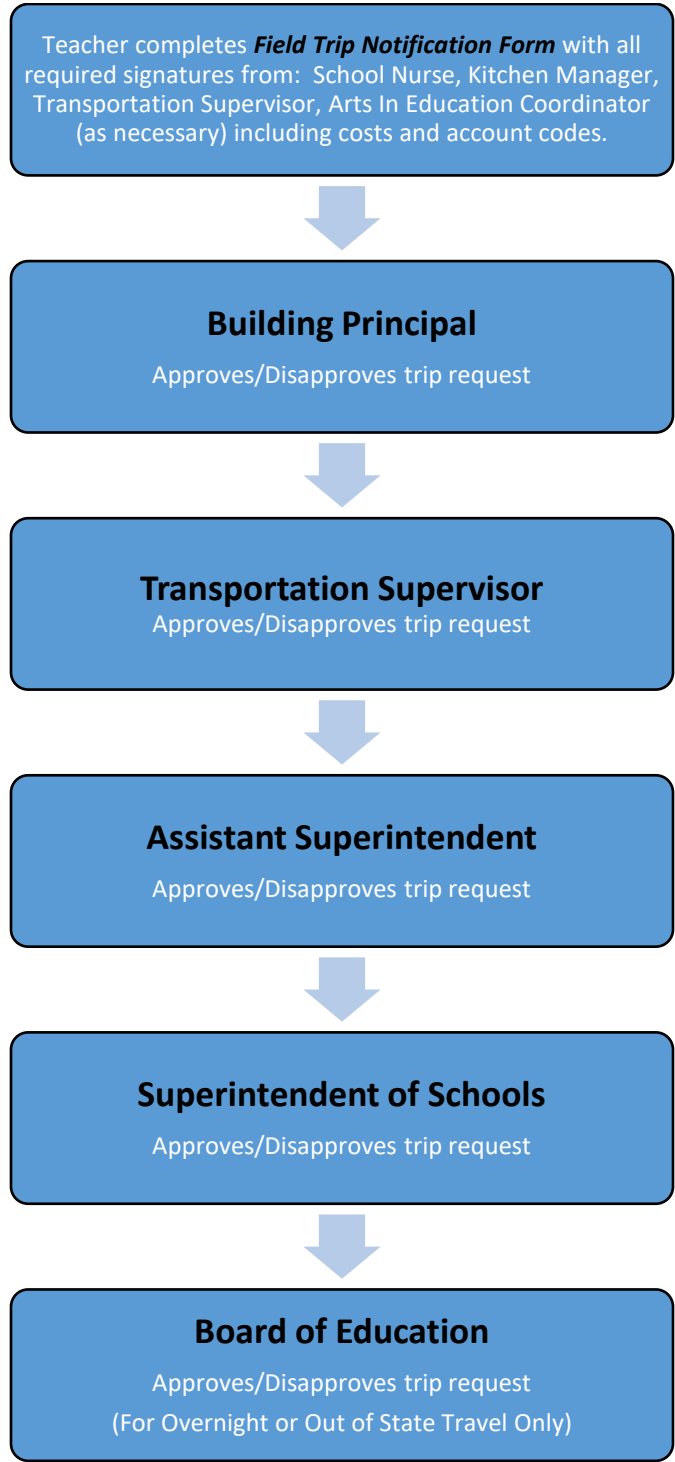




# Altmar Parish Williamstown Central Schools

## Field Trip and Excursion Approval Process



## Elementary Field Trips

Field trips are for the most part planned by teachers or a grade level. Most field trips are funded through Arts in Ed.

All paperwork must be completed and signed off by Nate Metcalf in transportation, Melinda Casselmon, the school nurse, and Becky Harrington from the cafeteria, BEFORE it is submitted to Danielle Wheeler the Assistant Principal. All completed paper work should be submitted three weeks in advance.

- For the Arts in Ed forms you will need to go to [www.CitiBoces.org](http://www.CitiBoces.org)
  - Instructional Support
  - Arts In Education
  - Digital Request Forms
  - Select APW Central School District
  - Print the forms, do not fill them in online.
  
- All the forms that are printed need to be filled in completely and signed by all parties listed above, regardless if their services are needed or not. This is so all areas are aware of an upcoming field trip.
- All forms need to be turned into Danielle Wheeler at least three weeks in advance.
- Danielle verifies funds and inputs all the information into the Citi Boces Arts in Education page and signs off on the field trip.
- Shelly Stone then scans and forwards all paper documents to Naomi Ryfun, Nate Metcalf, Danielle Wheeler, and Autumn Hardy.
- Autumn Hardy saves the attachment and enters the field trip into WinCap so it is available for the appropriate approvals.
- The P.O. is sent back to us at the Elementary school where it is stored in a binder until the field trip is completed. Once completed Mrs. Wheeler then signs off on the paper copy of the P.O., fills out the spread sheet, and it is sent back to the Business Office.
- Teachers are responsible for the collecting of permission slips and attendance of their students.

## JSHS Field Trips

Field trips are when students leave the campus for a purpose. Some have large groups, some have small groups. There is a budget line that is made for this and has a limit. Your job is to make sure that the paperwork is submitted to Shannon Tanner in a timely manner. Also you have to send a copy of the transportation request to Nate Metcalf so he can see what is going to be coming in from Shannon Tanner. The deadline for field trips is two weeks in advance (there is some leeway in this, but not a lot). Arts in Ed are a portion of this. These are field trips that meet certain criteria. This covers admission, ticket prices, cost of event, etc. Not all of the field trips qualify for this.

- There are two forms (four if Arts in Ed is part of this {Requisition and Arts in Ed Doc}) that must be submitted to the assistant principal for approval. They are the Field Trip Notification Form and Transportation request form (different ones for bus and SUV/car). Once you receive these you must get them signed off on quickly. If they are placed in the bin mention it to the assistant principal so they are aware.
- Once the two forms have been signed off on make a copy of them for yourself. Scan the transportation one to yourself to send to Nate.
- Take the originals and place them in an interoffice mail envelope and send to Shannon Tanner.
- With the copy go into the w: drive and go to JSHS Main Office, click on Field Trips, bring up the spreadsheet for the year. Plug in the information that you have for the field trip. This is where you will know to ask for information that is required to be done before the field trip goes out.
  - Teachers must provide a list of the students going on the trip with them. You have to go into the spreadsheet for Field Trip Permission to be sure the students listed have turned in their permission slip to go on the trip.
- On the day of the field trip you must sign out the students going on the field trip at the time indicated that they are leaving:
  - Click on Student Search on the left side of the screen in SchoolTool.
  - Click Advance Search.
  - Click the Batch tab on the right side of the screen.
  - From the criteria drop down choose enrollment.
  - Uncheck all students, then go through the list and check the students that are out on the field trip. Click continue.
  - For attendance type choose out, leave the date, reason – Field Trip, excused by – Note. Click the green disk to save.
- On the day of the field trip you must sign the students back in for class if they arrive before 2:15:
  - Click on Student Search on the left side of the screen in SchoolTool.
  - Click Advance Search.
  - Click the Batch tab on the right side of the screen.
  - From the criteria drop down choose enrollment.
  - Uncheck all students, then go through the list and check the students that are out on the field trip. Click continue.
  - For attendance type choose in, leave the date, reason – Field Trip, excused by – Note. Click the green disk to save.

Once trip is taken care of file in the field trip drawer in the cabinet under the folder with the staff member's name or department



## Field Trip Notification Form

DATE SUBMITTED: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Date of Field Trip: \_\_\_\_\_

Teachers/Staff: \_\_\_\_\_

# of Students: \_\_\_\_\_

# Chaperones: \_\_\_\_\_

Destination: \_\_\_\_\_

Connection with \_\_\_\_\_

Curriculum: \_\_\_\_\_

<b>SCHOOL NURSE</b>	<p style="text-align: center;">_____ (Signature)</p> <p><i>Choose 1 option:</i></p> <p>1. There <b>are no</b> health concerns associated with students attending field trip; a nurse will <b>not attend</b>.</p> <p>2. There <b>are</b> health concerns with students attending this field trip and a nurse <b>is required to attend</b></p> <p>3. There <b>are</b> health concerns with students attending this field trip and a nurse <b>is not required to attend</b>. (see note)</p> <p>Nurse attending field trip: _____</p> <p>Substitute nurse secured: _____</p>		
<b>KITCHEN MANAGER</b>	<p style="text-align: center;">_____ (Signature)</p> <p>The kitchen manager has been notified of the date of this field trip and is aware that we will not be in the building for lunch:</p> <p style="text-align: right;">Yes                      No</p> <p>Bag lunches <b>are required</b> for this trip:</p> <p style="text-align: right;">Yes                      No</p> <p># of lunches requested: _____</p>		
<b>TRANSPORTATION</b> <small>(requires 2 weeks notice)</small>	<p>School Bus Request (T-102) Attached</p> <p style="text-align: right;">Yes                      No</p> <p>District Vehicle Request (T-121) Attached</p> <p style="text-align: right;">Yes                      No</p> <p>Estimated cost of transportation: \$ _____</p> <p>Transportation Cost covered by: _____</p>		
<b>ARTS IN EDUCATION</b>	An online request has been submitted & approved by the Arts In Education Coordinator:	Yes	No
<b>OFFICE STAFF</b>	<p>Did you notify Office Staff of trip:</p> <p style="text-align: right;">Yes                      No</p> <p>Arrangements for Substitutes: (As needed)</p> <p style="text-align: right;">Yes                      No</p>		
<b>COSTS</b>	<p>Transportation Cost: \$ _____</p> <p>Meals: \$ _____</p> <p>Admission/Registration: \$ _____</p> <p>Miscellaneous/Extra/Other Expenses: \$ _____</p> <p style="text-align: right;"><b>TOTAL \$</b> _____</p> <p style="text-align: center;"><b>ACCOUNT CODE:</b> _____</p> <p>Funds available?:</p> <p style="text-align: right;">Yes                      No</p> <p>Purchase Requisition Completed &amp; Attached:</p> <p style="text-align: right;">Yes                      No</p>		
<b>Required Signatures in Order of Approval</b>			
1. Person in Charge signature: _____		Date: _____	
2. Principal approval: _____		Date: _____	
3. Transportation Supervisor approval: _____		Date: _____	
4. Assistant Superintendent approval: _____		Date: _____	
5. Superintendent approval: _____		Date: _____	



# OVERNIGHT Field Trip Notification Form

DATE SUBMITTED: \_\_\_\_\_

Grade Level(s): \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Date Leaving: \_\_\_\_\_

Date Returning: \_\_\_\_\_

# of Male Students: \_\_\_\_\_

# of Male Chaperones: \_\_\_\_\_

# of Female Students: \_\_\_\_\_

# of Female Chaperones: \_\_\_\_\_

Destination: \_\_\_\_\_

Connection with \_\_\_\_\_

Curriculum: \_\_\_\_\_

Sponsoring \_\_\_\_\_

Organization: \_\_\_\_\_

Nature & Purpose of Trip: \_\_\_\_\_

<b>SCHOOL NURSE</b>	<p style="text-align: center;">_____ (Signature)</p> <p><i>Choose 1 option:</i></p> <p>1. There <b>are no</b> health concerns associated with students attending field trip; a nurse will <b>not attend</b>.</p> <p>2. There <b>are</b> health concerns with students attending this field trip and a nurse <b>is required to attend</b></p> <p>3. There <b>are</b> health concerns with students attending this field trip and a nurse <b>is not required to attend. (see note)</b></p> <p>Nurse attending field trip: _____</p> <p>Substitute nurse secured: _____</p>		
<b>KITCHEN MANAGER</b>	<p style="text-align: center;">_____ (Signature)</p> <p>The kitchen manager has been notified of the date of this field trip and is aware that we will not be in the building for lunch: _____</p> <p>Bag lunches <b>are required</b> for this trip: _____</p> <p># of lunches requested: <input style="width: 50px;" type="text"/></p>	<b>Yes</b>	<b>No</b>
<b>TRANSPORTATION</b> <small>(requires 2 weeks notice)</small>	<p>School Bus Request (T-102) Attached _____</p> <p>District Vehicle Request (T-121) Attached _____</p> <p>Estimated cost of transportation (A): \$ _____</p> <p>Transportation Cost covered by: _____</p>	<b>Yes</b>	<b>No</b>
<b>LODGING</b>	<p>Name of Hotel/Facility: _____</p> <p>Address: _____</p> <p># of nights: _____</p> <p>Cost per night: \$ _____</p> <p>Estimated Total Lodging cost (B): \$ _____</p> <p>Lodging Cost covered by: _____</p> <p><i>Notes:</i> _____</p>		
<b>MEALS</b>	<p># of meals to be purchased: _____</p> <p>Budget per student: \$ _____</p> <p>Estimated Total Meal cost (C): \$ _____</p> <p>Meal costs covered by: _____</p> <p><i>Notes:</i> _____</p>		
<b>ARTS IN EDUCATION</b>	<p>An online request has been submitted &amp; approved by the Arts In Education Coordinator: _____</p> <p>Arts in Education Forms submitted to Business Office (If applicable): _____</p>	<b>Yes</b>	<b>No</b>

<b>OFFICE STAFF</b>	Did you notify Office Staff of trip:	<b>Yes</b>	<b>No</b>
	Arrangements for Substitutes: (As needed)	<b>Yes</b>	<b>No</b>
<b>COSTS</b>	Transportation Cost(A): \$		
	Lodging(B): \$		
	Meals (C): \$		
	Admission/Registration: \$		
	Miscellaneous/Extra/Other Expenses: \$		
	<b>TOTAL \$</b>		
	<b>ACCOUNT CODE:</b>		
	Funds available?:	<b>Yes</b>	<b>No</b>
	Purchase Requisition Completed & Attached:	<b>Yes</b>	<b>No</b>
<b>SCHOLARSHIPS</b>	For students interested in attending but unable to pay for the trip, list options made available to them:		
<b>FUNDRAISING</b>	Will there be fundraising for the trip:	<b>Yes</b>	<b>No</b>
	Contact Business Office for specific details:	<b>Yes</b>	<b>No</b>
<b>CHAPERONES</b>	Attached list of all chaperones names with mobile numbers:	<b>Yes</b>	<b>No</b>
<b>STUDENTS</b>	Attached is a list of all students attending:	<b>Yes</b>	<b>No</b>
<b>VOLUNTEERS</b>	Volunteers will be attending:	<b>Yes</b>	<b>No</b>
<b>ITINERARY</b>	A copy is attached of a detailed itinerary with dates, times & locations:	<b>Yes</b>	<b>No</b>
<b>BOARD POLICY</b>	A copy of Board Policy #8450 has been read, understood and signed by the Person in Charge of this trip:	<b>Yes</b>	<b>No</b>

**Special Notes:**

This application must be submitted to the Superintendent's office at least 45 days prior to an overnight field trip for approval by the Superintendent and submission to the Board of Education's next meeting. No fundraising, collection of fees, promotion, collecting or making deposits or securing of permissions is to be done prior to approval by the Board of Education. The 45 day notification requirement is waived for co-curricular trips such as athletic state championships, DECA competitions and the like where there is not 45 day notice for

Chaperones will be limited to parents, faculty and other adults over 21. There will be one adult for each 10 students (1:10). An exception will be granted to music & athletic activities where the ratio may not be practical, providing permission is given by the Director of Music or the Director of Athletics. International Trips may require a lower chaperone ratio as determined by the Superintendent. No alcoholic beverages or prohibited substances are to be consumed by any participant on an overnight student trip, including students, employees,

**Failure to submit this form fully completed and with all requested information will result in a delay of approval at no cost or penalty to the APW CSD. It is your responsibility to make sure all information provided is accurate and complete and within**

**Required Signatures in Order of Approval**

1. Person in Charge of Overnight Field Trip: _____	Date: _____
2. Principal approval: _____	Date: _____
3. Transportation Supervisor approval: _____	Date: _____
4. Assistant Superintendent approval: _____	Date: _____
5. Superintendent approval: _____	Date: _____
6. BOE approval: _____	Date: _____



## School Bus Request for Field Trips Form (T102)

Date of Field Trip: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Total Passengers: \_\_\_\_\_ Total students: \_\_\_\_\_

Number of Busses requested: \_\_\_\_\_ Wheelchair Bus needed:      Yes      No

Destination: \_\_\_\_\_

Connection with Curriculum: \_\_\_\_\_

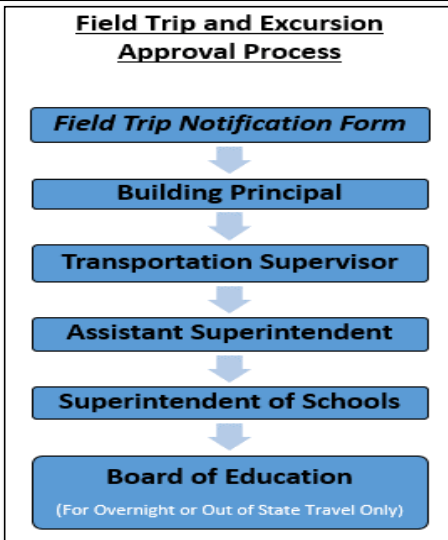
Name of Person in Charge: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization: \_\_\_\_\_

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

<b>COSTS</b>	Transportation Cost: \$		
	<b>ACCOUNT CODE:</b>		
	Funds available?:	Yes	No
	Party Responsible for payment:		
	Notes:		
	Purchase Requisition Completed & Attached:	Yes	No

**For Transportation Costs - please contact Transportation Supervisor, Nate Metcalf @ 625-5242 or nmetcalf@apw.cnyric.org**



1. APW Staff: Requests must be made two (2) weeks prior to the day of the trip.
2. **Outside organizations, overnight or out of state/country trips must be submitted thirty (30) days prior to the day of the trip and must be approved by the Building Principal, the Transportation Supervisor, the Superintendent of Schools, and the School Board prior to departure.**
3. The Person in Charge is responsible for checking the vehicle for litter and/or damage prior to passengers being released. Any damage must be reported to the Transportation Office.
4. Purchase Orders will not be processed until the approval process is completed.

<i>Required Signatures in Order of Approval</i>	
1. Person in Charge signature: _____	Date: _____
2. Principal approval: _____	Date: _____
3. Transportation Supervisor approval: _____	Date: _____
4. Assistant Superintendent approval: _____	Date: _____
5. Superintendent approval: _____	Date: _____



## District Vehicle Request Form (T121)

**Date of Trip:** \_\_\_\_\_ **DATE SUBMITTED:** \_\_\_\_\_  
**Person requesting vehicle:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
**License #:** \_\_\_\_\_ **State Issued:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Date of Departure:** \_\_\_\_\_ **Date of Return:** \_\_\_\_\_  
**Time of Departure:** \_\_\_\_\_ **Time of Return:** \_\_\_\_\_  
**Total Passengers:** \_\_\_\_\_ **Total Students:** \_\_\_\_\_  
**Destination:** \_\_\_\_\_

1. Any infractions or violations of any motor vehicle and traffic laws will be the sole responsibility of the driver requesting school vehicle.
2. If student(s) are transported, you must attach a copy of the parental permission form.
3. You must have Administrator approval before requesting vehicle.

Have you had an **accident** involving a motor vehicle during the last 3 years, which resulted in injuries to yourself or others? (if yes, please complete next questions)
 Yes \_\_\_\_\_ No \_\_\_\_\_  
# of Points: \_\_\_\_\_

**Date of accident:** \_\_\_\_\_ **Charge:** \_\_\_\_\_

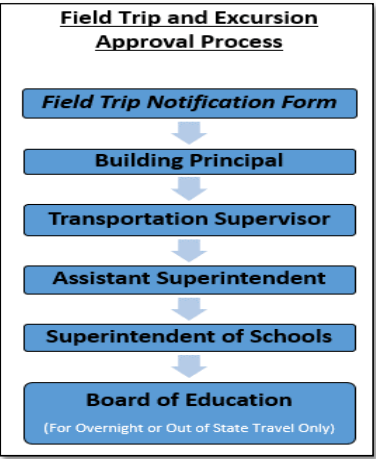
Have you been charged and convicted of any **moving violation** during the last 3 years? (if yes, please complete next questions)
 Yes \_\_\_\_\_ No \_\_\_\_\_  
# of Points: \_\_\_\_\_

**Date of violation:** \_\_\_\_\_ **Charge:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>COSTS</b>	Transportation Cost: \$		
	<b>ACCOUNT CODE:</b>		
	Funds available?:	Yes	No
	Party Responsible for payment:		
	Notes:		
	Purchase Requisition Completed & Attached:	Yes	No

For Transportation Costs - please contact Transportation Supervisor, Nate Metcalf @ 625-5242 or nmetcalf@apw.cnyric.org



1. APW Staff: Requests must be made two (2) weeks prior to the day of the trip.
2. Outside organizations, overnight or out of state/country trips must be submitted **thirty (30) days prior to the day** of the trip and must be approved by the Building Principal, the Transportation Supervisor, the Superintendent of Schools, and the School Board prior to departure.
3. The Person in Charge is responsible for checking the vehicle for litter and/or damage prior to passengers being released. Any damage must be reported to the Transportation Office.
4. Purchase Orders will not be processed until the approval process is completed.

*Required Signatures in Order of Approval*

1. Person in Charge signature: _____	Date: _____
2. Principal approval: _____	Date: _____
3. Transportation Supervisor approval: _____	Date: _____
4. Assistant Superintendent approval: _____	Date: _____
5. Superintendent approval: _____	Date: _____





### Policy 8450 FIELD TRIPS AND EXCURSIONS

The Board of Education recognizes that field trips are an educationally sound and important component in the instructional program of the schools, which will enhance the educational program of the school district. The rules of this policy apply to all trips planned by school personnel, inside or outside of the school day, whether vehicles owned by the school, private carriers, or by a means approved by administration and/or the Board of Education.

For purposes of this policy, a field trip shall be defined as any journey by a group of students away from the school premises, under the supervision of a teacher, advisor, coach, or administrator, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom. Factors relevant in consideration of approval of such field trips may include the relationship to the curriculum, the distance of the trip, availability of transportation, the cost involved (*the total number of trips made at school expense is not to exceed the number for which funds have been budgeted and allocated*), weather conditions, security threat level, and full utilization of transportation.

Field trips are a part of the curriculum of the schools and attendance on field trips is governed by the same rules that govern regular classroom activities. The supervisor of the trip shall obtain written parental/guardian permission for students going on school-sponsored field trips. Unless otherwise approved by the principal, field trips shall be scheduled during the regular school day, starting from and returning to the school.

The Superintendent shall prepare procedures for the operation of a field trip activity. Field trip support shall be determined annually by the Board during its budget deliberations. Regardless of the fiscal support for field trips, the rules of the School District for approval and conduct of such trips shall apply.

#### Travel Policy

The Board of Education encourages any travel by students which will further their education. However, specific approval for a field trip must be obtained from the Board of Education when the field trip proposal involves one of the following: excessive mileage (as determined by the Superintendent), the trip exceeds one day, or the proposed trip is outside New York State or to another country. All plans for such field trips must be planned in advance and submitted to the Board of Education at least two (2) weeks before the scheduled date. Board approval is required before any fund-raising activities for such trips are scheduled and before parents are notified. Therefore, the earliest possible date would be beneficial to all involved. Approval by the Board of Education at least two weeks in advance is the absolute minimum time requirement.

#### Rules for traveling:

##### a) **Approval** -

##### 1. In-state one day trips

- (a) By administration;
- (b) Principal's recommendation;
- (c) Superintendent's approval.

##### 2. Out-of-state travel or any overnight travel -

- (a) Recommendation of administration (principal's and Superintendent's approval);
- (b) Approval of Board of Education

b) **Proposals for field trips** - Trip Sponsors shall submit the proposal to the principal far enough in advance to permit evaluation of trip components prior to seeking Board approval. Requests must include: a description of the educational purpose; proposed participants; the amount of time students will miss from the regular educational process; estimated costs, and proposed financing (including any fund raising, in accordance with district policy for fund raising);

c) **Parental Approval** - All student participants shall have written parental approval to participate in a field trip and the advisor shall provide that documentation to the building administrator prior to the trip. A list of student participants must also be provided in advance to all staff who will be affected by student absences for the field trip;

d) **Chaperones** - Field trips must be chaperoned by a sufficient number of approved individuals to ensure student safety and participation in scheduled activities. Chaperones will be limited to parents, faculty, and other adults over 21. There will be one adult for each 10 students. An exception will be granted to music and athletic special activities where the ratio may not be practical, providing permission is given by the Director of Music or the Director of Athletics. All chaperones are expected to be involved in the continuous supervision of students throughout the duration of the trip. Field trip participation must be non-profit

for the supervisor, chaperones, or the sponsoring organization.

e) **Cost** - The cost must be included in the annual school budget or paid for by those traveling. Every effort will be sought to help those who cannot participate because of financial burden.

f) **Student not able to go** - It is understood that there will be no pressure put on any student who cannot go. They will not be penalized in any way and every effort will be made to include them with travel preparations and discussion of educational achievements following the trip.

g) **Preparations for travel** - Expenses for trips should be completely detailed for any overnight trip request. Before approval can be sought, research should be done so that the following information is submitted in writing along with the request:

h) **Conduct** - All students and chaperones will conduct themselves as if on school business and abide by the rules and regulations set forth in the Altmar-Parish-Williamstown Central School District's Student Handbook, in the Board of Education Policy Handbook, and in the Regulations by Board of Education regarding conduct on School District property.

i) **Liability** - Parental permission slips will be required; and if it is found that the normal School District's liability insurance will not apply to the trip desired, the District will require that insurance must be obtained to relieve the District's liability. (A copy of forms that must be completed can be found in the appendix.)

j) **Transportation** - Transportation shall be provided by the District, unless arrangements have been made with an approved common carrier, or by other means approved by administration and/or the Board of Education.

**When the District has provided transportation to students to a school-sponsored field trip or extracurricular activity, or other similar event involving the use of school district transportation services, the school district shall return all students to the point of departure, or to the appropriate school in the district, unless the parent/legal guardian of a student participating in such an event has provided the school district with written notice authorizing an alternative form of return transportation for such student by his/her parents or immediate family members or other responsible adult, with prior authorization of the building principal, Athletic Director, or his/her designee.**

k) **Approval** for trips arising on short notice will be given only after regular procedures

have been followed. Changes in Trip Schedules

When/if plans for an approved trip change for any reason, the building principal, supervisor of transportation and Superintendent of School will be notified by the teacher or advisor in charge of the trip.

#### Passenger List

Teachers or advisors sponsoring a field trip shall prepare a passenger list for each bus. The lists shall be checked immediately before departure, and a corrected copy shall be submitted to the principal's office, and one copy retained on the bus.

#### Circumstances Altering Time Schedule

The principal, or other school official, shall be notified by telephone of any mechanical failure, illness or injury that cannot be handled by the teacher or advisor, or that will significantly alter the estimated time of arrival at the school. This notification is the responsibility of the person in charge of the trip. The principal shall notify all persons likely to be affected by this delay.

The Board of Education believes that traveling with the idea of further education is a meaningful way to help broaden and develop our students to meet the problems they will face in the future. We also believe that education conducted at the local level has the first priority. Decisions on traveling will be made based on information supplied and priorities in our school's curriculum.

Chapter 70 of the Laws of 2001; A.5091/S.2761 Amendment to [Education Law Sections 1604](#) and [1709](#) Adopted: May 26, 1994

Amended: April 23, 2014

Altmar-Parish-Williamstown Central Schools

Acknowledged by (signature): \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By signing this document, you acknowledge and accept the policy stated above.

# Regulation

COMMUNITY RELATIONS

1003.1

## SCHOOL VOLUNTEER APPLICATION



## SCHOOL VOLUNTEER APPLICATION

[www.apwschools.org](http://www.apwschools.org)

**Please answer all questions completely and accurately. Print in black ink or type application.**

**DATE OF APPLICATION:** \_\_\_\_\_

**NAME AND LEGAL RESIDENCE:** (Please notify APW District Office immediately of any information changes)

\_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE INITIAL

\_\_\_\_\_  
STREET CITY STATE ZIP

**MAILING ADDRESS:** \_\_\_\_\_  
(if different from above) STREET CITY STATE ZIP

**PHONE NUMBER:** (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Business Cell

**EMAIL ADDRESS:** \_\_\_\_\_

**SPONSORING AGENCY (if any) e.g. non-profit, college, business:** \_\_\_\_\_

**EMERGENCY CONTACT:** \_\_\_\_\_  
(NAME) (PHONE NUMBER)

**IDENTIFY ANY SCHOOL(S) AT WHICH YOU WISH TO VOLUNTEER:**


**IDENTIFY ANY AREAS OF INTEREST OR SPECIFIC ACTIVITIES ON WHICH YOU WISH TO FOCUS YOUR VOLUNTEERING:**


**IDENTIFY ANY SPECIFIC SKILLS YOU WANT TO VOLUNTEER OR LANGUAGES SPOKEN:**


REGULATION

COMMUNITY RELATIONS

1003.1

SCHOOL VOLUNTEER APPLICATION

<b>PLEASE INDICATE THE TIMES YOUR SERVICES WOULD BE AVAILABLE:</b>	
DAY(S) OF WEEK:	HOURS:
<b>IF YOU ARE NOT AVAILABLE ON A REGULAR BASIS, PLEASE GIVE US SOME IDEA OF YOUR TIME COMMITMENT:</b>	

<b>PLEASE INDICATE IF YOU HAVE VOLUNTEERED/TAUGHT IN OUR SCHOOLS BEFORE:</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>PLEASE INDICATE IF YOU ARE CURRENTLY VOLUNTEERING IN OUR SCHOOLS:</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>NAME OF SCHOOL(S):</b>	<b>WHICH STAFF MEMBERS?</b>	<b>WHEN?</b>

<b>REFERENCES:</b> Provide the names of at least two individuals who have knowledge of your character, personality, and abilities to work in a school environment:			
	<b>NAME</b>	<b>ADDRESS ( CITY, STATE, ZIP CODE)</b>	<b>TELEPHONE NUMBER</b>
1			
2			
3			

If vouching for this volunteer, **Principal's Signature** \_\_\_\_\_

PRINCIPAL'S NAME AND SCHOOL REQUIRED : \_\_\_\_\_  
(PLEASE PRINT)

<b>BACKGROUND CHECK AGREEMENT</b>
It is the policy of the APW School District to require all volunteers to complete this Disclosure Statement. Subsequently, the District may complete a background check for conviction(s) and pending charges.
*Social Security Number: _____ Date of Birth: ____/____/____
Have you ever been convicted of or do you have any charges pending for felonies, misdemeanors, and/or ordinance violations other than minor traffic violations: <input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please fill in the information below and include date, location, and nature & circumstances of the offense:

REGULATION

COMMUNITY RELATIONS

1003.1

SCHOOL VOLUNTEER APPLICATION

I hereby authorize the Altmar-Parish-Williamstown Central School District to review my personal background. I consent to having the APWCSD conduct a full and complete criminal background check. I understand that any misrepresentation on this statement may result in immediate disqualification for any volunteer service within the APWCSD. I understand that the APWCSD may verify the information I have provided above. I hereby release the District, the Board of Education, and its agents, as well as all providers of information, from any liability related to furnishing and receiving information related to arrests and convictions.

\*Your social security number will be used as stated above. State and federal laws protect the privacy of your records.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**EQUAL OPPORTUNITY**

In accordance with State Law, Governor's Executive Order 40 and Section 504 of The Federal Rehabilitation Act of 1973, as amended, the *Altmar-Parish-Williamstown Central School District does not discriminate with regard to race, color, religion, creed, gender, national origin, age, sexual orientation, disability, marital or veteran status, or any other legally protected clause.*

---

Altmar-Parish-Williamstown Central School District  
Approved by the Superintendent:12/14/17