

SPARTA AREA SCHOOLS

Volunteer Agreement/Disclosure

Policy 3121.01 / 4121.01

Dear Sparta Volunteer,

First and foremost, Sparta Area Schools appreciates your willingness to serve as a volunteer in our district. Volunteers are a substantial and vital part of our school program.

In an effort to maintain a safe school environment, the State of Michigan revised the laws and requirements for background checks for school employees. In the summer of 2006 the Sparta Board of Education adopted policy language for criminal history record checks for Sparta employees' policy #3121 and #4121. New policies were also adopted with specific reference to volunteers; these policies are #3121.01 and #4121.01.

The board policies require the district to screen all potential volunteers through ICHAT (Internet Criminal History Access Tool) and OTIS (Offender Tracking Information Services-sex offender registry). All volunteers must meet the mandates as outlined in the policies as a condition of service. Please complete the section below and return it to your building administrator.

Again, we thank-you for your willingness to volunteer at Sparta Area Schools.

I understand that Sparta Area Schools will conduct an ICHAT and Sex Offender Registry search as a condition to volunteer at Sparta Area Schools.

Full Name (please print)

Date of Birth

Current Age

Signature

Date

Drivers License Number

List Building/Buildings

Student Name(s)

For office use only:

Screening conducted by: _____ Date: _____

ICHAT

Sex Offender Registry

Copy to Central Office

Action Taken (If Applicable): _____

***All information and records obtained from such inquiries are considered confidential and shall not be received or disseminated to anyone not directly involved in the screening process.**