

*CONFIDENTIAL*

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## Michigan Center Public Schools Volunteer Application

Thank you for your interest in being a volunteer to assist in classrooms, on the playground, on field trips as a chaperone, or participating as a volunteer in another capacity. The students and teachers benefit greatly from your generous gift of time/skills.

**In order to become a volunteer, a series of items must be completed as follows:**

1. Classroom Teacher approval  
Name of the Teacher(s): \_\_\_\_\_
2. Photocopy of your driver's license/Michigan ID and your social security number are needed for a background check through the Michigan State Police (Please allow one week for processing.)
3. Volunteer Pamphlet received
4. Emergency Information completed below
5. Sign-in/Sign-out Procedure explained (must sign in/out at every visit)
6. Volunteer Badge/Sticker (must be worn at all times)
7. Cell phone policy explained (must be off or in silent mode)

### Emergency Information

Today's Date: \_\_\_\_\_

Name of Volunteer/Chaperone: \_\_\_\_\_

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

Anticipated day(s) of the week and time(s) you plan to volunteer, if known:

Monday Tuesday Wednesday Thursday Friday Time(s): \_\_\_\_\_

In case of emergency, who shall we notify? Name \_\_\_\_\_

Phone number(s): \_\_\_\_\_

I, \_\_\_\_\_, give permission to Michigan Center School District to conduct a background check through the Michigan State Police.

\_\_\_\_\_  
Signature of Volunteer Applicant

**Background check was completed/volunteer status granted on:** \_\_\_\_\_

**Date**

\_\_\_\_\_  
**Staff Initials**