



SCHOOL VOLUNTEER CHECKLIST

My legal full name is: _____

I am interested in volunteering my time as a Substitute Teacher's Aide Office Help.

My email address is: _____ I can start: _____ (date)

My available time is as follows:

Monday: _____ to _____ All day Not available

Tuesday: _____ to _____ All day Not available

Wednesday: _____ to _____ All day Not available

Thursday: _____ to _____ All day Not available

Friday: _____ to _____ All day Not available

PLEASE COMPLETE BEFORE START DATE

COMPLETE BACKGROUND CHECK
Please create an account at Sterling Volunteers to complete Training & Background Check. **DUE within 5 days from start date.** Email Lori Goebel at HR for link (lorig@rmcsda.org) Link can also be found:
www.rmcsda.org/departments/hr

COMPLETE EMERGENCY CONTACT
Please complete all fields of the emergency contact list on the back of this form.

COMPLETE VOLUNTEER AGREEMENT
Date & sign volunteer acknowledgement form. Turn in to Head Teacher.

HEAD TEACHER VERIFICATION:

Training Completed on: _____

Background Ck completed: _____

School official verified on: _____

HEAD TEACHER:

Emergency form completed

HEAD TEACHER: AGREEMENT

Agreement signed and dated

Copy to Volunteer and HR

Emergency Contact Form

Name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home/Cell Number: _____

Email Address: _____

IN THE EVENT OF AN EMERGENCY, PLEASE LIST THE NAMES AND TELEPHONE NUMBERS OF UP TO TWO INDIVIDUALS YOU WOULD LIKE US TO CONTACT:

CONTACT #1

Name: _____

Phone: _____

Email: _____

Relationship: _____

CONTACT # 2

Name: _____

Phone: _____

Email: _____

Relationship: _____

Signature:

Date:

Acknowledgement of Volunteer Status

Rocky Mountain Conference of Seventh-day Adventists

Volunteer's Name: _____

Volunteer's Position/Role: _____

School Name: _____

As a volunteer, I understand and agree to the following:

1. The services I provide are strictly voluntary and are performed for civic, religious, charitable, and humanitarian reasons.
2. I will receive no remuneration, wages or educational scholarships for my services as a volunteer. In addition, I will receive no benefits or other consideration in exchange for the volunteer services I provide.
3. My activities and services are strictly voluntary and if at any time I wish to discontinue my volunteer services, I may do so. I will not suffer any penalty if I elect to discontinue my volunteer services.
4. Volunteer services do not constitute employment with the school, church and/or Rocky Mountain Conference, and are not a prerequisite for employment in a non-volunteer capacity. If I decide to cease providing services as a volunteer, any employment opportunities with the Rocky Mountain Conference will not be adversely affected because I ceased volunteering.
5. The services I provide as a volunteer will not have the effect of displacing employees of the Rocky Mountain Conference.
6. I will cooperate with the volunteer screening process and complete the Child Protection Training and Background Check, as required by the school and Conference.

I acknowledge that all of the activities and services in which I will engage as a volunteer for the school and Conference are strictly voluntary and that I do not expect to receive any remuneration or wages for such voluntary activities or services. I further acknowledge that I am not an employee of the Rocky Mountain Conference, and I shall not be entitled to participate in any employee benefit plans.

Print Volunteer Name

Volunteer Signature

(Date)

Volunteer Supervisor (signature)

Date:

Original to School; Copy to Employee and to Human Resources