

LITCHFIELD SCHOOL DISTRICT

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2017-2018 School Year

Designated Volunteer Form

Name of School or Site: _____

Name of person to be “designated”: _____

(Please print person’s name)

Position “designated” person is assigned to: _____

Administrator: _____

(Name of Administrator who authorized Criminal Background Check)

“Designated Volunteers” are individuals who are fulfilling the role of either a coach [whether athletic or academic (FIRST or OM/DI)], a mentor, or an overnight chaperone. A “Designated Volunteer” is a person, who works with children, but does not have immediate supervision from a paid staff member. All volunteers are under the supervision of professional staff.

The decision regarding the identification of who should be a “Designated Volunteer” lies with the Building Principal or his/her designee. The role of the Building Administrator has always been to initiate the screening process. The process includes having the potential volunteer sign the Confidentiality Statement, Volunteer Information Form, and the Volunteer Assurance Form. The signed forms would indicate whether the candidate is being considered for a position as a “designated volunteer”, some type of a coach, or a mentor. The Building Administrator will then complete this form and send the “Designated Volunteer” to the Office of Human Resources for completion of the process.

BRING THIS FORM TO THE SAU ADMINISTRATIVE ASSISTANT’S OFFICE