

VOLUNTEER BACKGROUND CHECK

Acknowledgment Form

Nonemployment Background Checks Only

Building: _____ Child Name: _____ Relationship to child: _____

Event: _____ Date to Event: _____

In order to ensure the protection of children in the care of Tecumseh Public Schools district policy requires, prior to any and all persons providing a volunteer service at the school or for any function conducted by the school; all potential volunteers complete a [fingerprint or State of Michigan ICHAT] background check. **If ICHAT, the background check is a name check only, through the State of Michigan ICHAT system, and is based on individual identifiers.** Any applicant declining to complete a "Volunteer Background Check" acknowledgment form will not be considered.

Attach a copy of driver's license with this form.

Last Name: _____ First Name: _____ Middle Name: _____

Maiden name or other name(s) previously used: _____

Race: White / Black / Asian / Amer. Indian / Alaskan Native / Hispanic / Other

DOB: _____ Sex: _____ Eye Color: _____ Hair Color: _____ Height: _____
[mm/dd/yyyy]

HISTORY INFORMATION

- 1) Have you volunteered at Tecumseh Public Schools before? Yes No
- 2) Have you ever pled guilty, or been convicted of a felony in a state or federal court?
 Yes No
Date and state offense/conviction occurred: _____
If yes, provide a detailed description of the conviction: _____

- 3) Have you ever pled guilty, or been convicted of a misdemeanor in a state or federal court?
 Yes No
Date and state offense/misdemeanor occurred: _____
If yes, provide a detailed description of the conviction: _____

- 4) Are you the subject of a current criminal investigation or have pending charges against you?
 Yes No
Date and state the investigation is ongoing: _____
If yes, provide a detailed description of the investigation or pending charges: _____

By signing this form, I acknowledge that:

1. I have read and understand the Notice for Prospective Volunteer/Mentor/Chaperone information on this form.
2. I hereby give Tecumseh Public Schools permission to conduct an on-line criminal investigation background check.
3. As a volunteer/mentor/chaperone, it is my responsibility to ensure the safety of the assigned student(s) in my care and maintain a level of order and professionalism through the activity I am involved in. ***I may not bring other children with me to any volunteer/mentor/chaperone activities.***
4. Tecumseh Public Schools and Tecumseh Public School activities shall be tobacco, drug, and alcohol free.

5. My actions as well as clothing shall be in accordance with the student handbook. Appropriate dress for the activity is required.
6. I understand the confidentiality that is required of me by my participating as a volunteer/mentor/chaperone at Tecumseh Schools.
7. I have read and understand the foregoing information and certify it is true and correct to the best of my knowledge.

Tecumseh Public Schools Confidentiality Statement

I understand what *confidentiality of student information means*. I agree to not share any information about specific students with anyone who does not fall under the “*need to know*” clause of the Rights of Students’ Records mandate of the State of Michigan School Code. I understand and agree to keep what I see and hear private information in order to guard the right of privacy for Tecumseh Public School students.

NOTICE FOR PROSPECTIVE VOLUNTEER/MENTOR/CHAPERONE

You have applied to serve as a Tecumseh Public School District volunteer/mentor/chaperone which requires a background check. This check will access criminal history information held by the Michigan State Police and the Michigan Sex Offender Registry. A determination will be rendered as to your fitness to serve in a volunteer/mentor capacity. A Tecumseh Public School Administrator will communicate to you if you are ineligible to serve as a volunteer/mentor/chaperone. The absence of a criminal record does not ensure that a volunteer/mentor/chaperone will be considered acceptable.

To obtain a criminal background check, you must provide Tecumseh Public Schools with:

1. Your name, address, date of birth (as appears on an official government ID, such as a driver’s license or passport), driver’s license number, social security number, or MI state identification number.
2. A statement of whether you have a criminal record and, if so, the particulars of such record.

Once the criminal background check is complete, you are entitled to obtain a copy of any criminal history record and challenge the accuracy and completeness of the criminal history record information. Any such challenge should be made to the appropriate Tecumseh Public Schools Administrator.

By signing this application, you authorize:

1. Tecumseh Public Schools to obtain a complete set of descriptive data (general information; such as name, phone number, address) and transmit them to the volunteer/mentoring/chaperone individuals.
2. Tecumseh Public Schools to examine the criminal history, make a fitness determination, and transmit the fitness determination to the appropriate volunteer/mentoring/chaperone individuals.

By signing this application, you indicate your understanding that:

1. Tecumseh Public Schools, ultimately, bears full responsibility for the screening of all volunteers/mentors/chaperones and the placement of volunteers/mentors/chaperones in the most suitable roles.
2. Based on criminal history information held by the Michigan State Police and the Michigan State Sex Offenders Registry, a determination will be rendered exclusively by Tecumseh Public Schools as to your fitness to serve as a volunteer/mentor/chaperone.
3. A criminal record does not necessarily disqualify an applicant. A criminal record is one piece of information that will be considered in determining the fitness status of an individual to be a Tecumseh Public Schools volunteer/mentor/chaperone.
4. Any information gathered, will be held in the appropriate administrative offices.

Tecumseh Public Schools reserves the right to “approve” or “deny” any volunteer service upon review of the background check returned. The determination will be based upon the individual’s fitness to have responsibility for the safety and wellbeing of children. Providing false information, or information contradicting to the background check information, is grounds for immediate volunteer denial.

By affixing your signature to this form you acknowledge your statements are to be true and give full consent to complete the requested background check.

Signature: _____
Date Signed: _____

Please return completed form to Tecumseh Public Schools Board Office 212 N. Ottawa St. Tecumseh, MI 49286 **ATTN:** Linda Shaw. Questions or concerns, please contact Sarah Alexander, Director of Human Resources. 517-423-3804 or salexander@tps.k12.mi.us