

IMAGINE INTERNATIONAL ACADEMY OF NORTH TEXAS
2860 Virginia Parkway, McKinney, TX 75071

VOLUNTEER APPLICATION FORM

Please return printed, completed, and signed form to the front desk along with \$4.00 background check processing fee. (Make check payable to: IIA-NT)

Last Name First Name Child's Name Child's Grade Child's Teacher Name

Home Phone Cell Phone Email Address

Please indicate your interest in the following volunteer opportunities. Your name, contact information and interests will be placed in a database, coordinated by the Director of Volunteers for Imagine Parents in Partnership (PiP).

Check	Opportunity	Description
	Library	Provide assistance to school librarian, including working with students during library time, as well as organizing space, shelving books, and other support tasks.
	Carpool	Provide assistance to faculty and staff during carpool time, both mornings and afternoons. <u>Must be comfortable directing parents and visitors through appropriate traffic patterns.</u>
	Lunch	Provide assistance to faculty and staff during student lunchtime. Will include supervising students, facilitating clean-up, and allowing faculty and staff time for lunch without student responsibilities.
	Recess	Provide assistance to faculty and staff during recess. <u>One volunteer needed per grade level recess.</u>
	Hospitality	Provide event assistance to school leadership, faculty, and staff. Will include school days and evenings. Will include setting up, providing refreshments, serving as ambassadors for the school by welcoming guests to events, and clean up. Events include guest speakers, information sessions, etc.
	Photography	Attend and capture school events through photography. Must provide camera. Photos will be given to the school through online storage for use in both internal and external promotions.
	Yearbook	Provide assistance to yearbook sponsor. Will include selling yearbooks at school events, working with students for yearbook preparation, and other support tasks.
	Specials	Provide assistance to the specials teachers. These include: Art, Musical Theater, Spanish, and PE.
	Facilities	Provide facilities assistance, including unpacking and distributing deliveries, organizing space, etc.
	Work at Home	Provide support and assistance to school leadership, faculty, and office staff on an as-needed basis through tasks completed easily at home. Good match for working families who seek a way to contribute to the school!
	Miscellaneous	Provide support and assistance to school leadership, faculty, and office staff on an as-needed basis.

EMERGENCY CONTACT: _____

Name Relationship Phone Number

In consideration of my volunteer work, I agree to conform with all policies of the Imagine International Academy of North Texas and maintain the highest degree of confidentiality in all my interactions with students, staff, and parents of the Academy. I understand that I must:

- Observe the Academy's No Smoking policy and dress appropriately when I come to volunteer.
- Keep confidential any information I observe, hear, or have access to regarding students, staff, or other parents while volunteering.
- Seek the assistance of school personnel if I need assistance with student discipline.
- Refrain from proposing any personal or religious doctrines or beliefs to students while volunteering.
- Restrict my volunteer/student relationship only to the school setting.
- Not give medications or any medical treatment to students while volunteering, nor lend any money to students.
- Not promote any specific business, commercial products, or brand names, while volunteering.
- Be over 18 years of age in order to volunteer.

I understand that if my behavior does not conform to the above expectations, I will not be permitted to continue volunteering.

Volunteer Full Name Volunteer Signature Date

In order to provide our students with a safe environment, the Imagine International Academy of North Texas will obtain the criminal history record of prospective volunteers who will be working with students, including but not limited to camp counselors, mentors, tutors, field trip chaperones, and any other volunteers who will have access to student information, or work with students on a regular basis.

All volunteers are required to submit to a criminal history background check before participating as a volunteer at the Imagine International Academy of North Texas. A driver's license or other form of identification containing the person's photograph issued by an entity of the U.S. government must also be submitted for verification purposes.

Volunteers shall be denied if they meet the following criteria:

- Prior felony conviction under Texas Penal Code Title 5 (crimes against the person), or
- Conviction requiring registration as a sex offender.

Volunteers may be denied if they meet the following criteria:

- Prior felony conviction or deferred adjudication of a felony offense.
- Prior conviction or deferred adjudication of a misdemeanor offense within the last five years involving moral turpitude (acts that are generally considered morally or ethically wrong), including but not limited to, crimes that involve dishonesty, fraud, deceit, misrepresentation, deliberate violence, or offenses involving drugs or alcohol.

Volunteers may be asked to provide information regarding the offense before a judgment is made. Failure to do so will result in an applicant being denied.

Factors that may be considered when circumstances require a discretionary judgment:

- Possibility of incorrect identity:
 - Applicant may provide evidence to support his/her identity status
 - Applicants may choose to be fingerprinted to clear any misidentification
- Nature of the offense:
 - Severity and number of offenses
 - Age of applicant at time of offense
 - Pattern of conduct established by multiple offenses that may be detrimental to children
- Length of time since last arrest:
 - A clear record of 10 years or more may indicate good conduct
- General guidelines:
 - Dismissed charges may be disregarded
 - A period of probation completed, with no infractions, may be disregarded depending upon the severity of offense and consideration of above factors
 - Deferred adjudication or pleas of no contest resulting in a probation term, may be treated as a conviction and the decision may be made on the above factors.

THE INFORMATION BELOW WILL BE USED FOR CRIMINAL HISTORY CHECKS ONLY AND FOR NO OTHER PURPOSE

Last Name *First Name* *Middle Name*

Gender (Circle One) *Maiden Name or other name(s) used*

Address *Home Phone* *Cell Phone*

City *County* *State* *Zip*

Date of Birth *Drivers License #* *State* *Expiration Date*

I, _____, am applying to volunteer at the Imagine International Academy of North Texas and understand that, as a part of the approval process, the Academy conducts a criminal history background check. I understand that the Academy may use any information provided during the application process, which includes the completion of this document, in performing the criminal history check.

As of the date of this consent form, do you have any pending charges against you? ____ Yes ____ No

If yes, please provide details below: _____
State *County* *Date of Offense*

Details of pending charges: _____

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS CONSENT FORM IS TRUE, CORRECT, AND COMPLETE. IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE, I UNDERSTAND THAT MY ABILITY TO VOLUNTEER AT THE IMAGINE INTERNATIONAL ACADEMY OF NORTH TEXAS CAN BE TERMINATED.

SIGNED THIS _____ DAY OF _____, 20 _____.

Applicant's Printed Full Name *Applicant's Signature*

For Office Use Only

The above-named individual is approved to volunteer at the Imagine International Academy of North Texas: __ Yes __ No

Date Approved: _____ *Determined By:* _____

Notes: _____