



## VOLUNTEER APPLICATION AND CONSENT FORM

It is the policy of the Board of Education of the Beaver Dam Unified School District to conduct **criminal background checks** of all individuals seeking to serve as volunteers working with our students in our schools or who accompany students on field trips. The information provided below will only be used to conduct such a background check. All information must be provided.

Name \_\_\_\_\_  
(Last) (First) (Middle)

EMAIL Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

☐ Male ☐ Female Race \_\_\_\_\_ Date of Birth \_\_\_\_\_

The Human Resources Department keeps this information confidential. You may submit a form in a sealed envelope.

Maiden / Other Names \_\_\_\_\_

All information provided above is true and correct to the best of my knowledge. I understand that misrepresentation or omissions may be cause for rejection or may be cause for subsequent dismissal as a volunteer.

I voluntarily and knowingly authorize any government agency, its officers, employees and agents to release any and all information regarding my criminal history to the Beaver Dam Unified School District, its officers, employees and agents.

I voluntarily and knowingly fully release and discharge, absolve, indemnify and hold harmless such agency, its officers and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorney's fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release.

Please check any and all schools where you may volunteer:

☐ Beaver Dam High School ☐ Beaver Dam Middle School ☐ Prairie View Elementary  
☐ Jefferson Elementary ☐ Lincoln Elementary ☐ Washington Elementary

Reason for Volunteering (ie specific group, event) \_\_\_\_\_

Volunteer's Signature \_\_\_\_\_ Date \_\_\_\_\_

*See page 2 for Confidentiality Statement*

ADMIN OFFICE USE ONLY:

Administrator's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Principal's approval contingent upon the results of the volunteer's criminal background check.

Date of initial volunteering/employment start date: \_\_\_\_\_

Does the volunteer need passkey access? (circle one) YES NO

What time(s) and building(s) does the volunteer need passpoint access to? \_\_\_\_\_

What is the end date of the volunteer's service? \_\_\_\_\_

Educational Service Center

# CONFIDENTIALITY STATEMENT

Volunteers are often in the school building and in the classroom where it is inevitable that they observe students' strengths, weaknesses, and behaviors.

In an effort to raise the consciousness of volunteers about the importance of every student's privacy, we require all volunteers to keep in mind that observations or information about students obtained as a result of volunteer efforts should be treated as confidential. Observations should not be shared with others. By volunteering, you are indicating a willingness to respect the privacy of the students you observe.

We also require that volunteers respect the privacy of staff if information of a personal or professional nature is overheard or observed at school.

If you have any questions about this policy, please contact the school principal.

I have read the Confidentiality Statement and my signature below indicates my willingness to abide by it.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The Beaver Dam Unified School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

The Board of the School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Jesse Peters  
District Assessment and Technology Officer  
400 E. Burnett Street  
Beaver Dam, WI 53916  
[petersj@bdusd.org](mailto:petersj@bdusd.org)  
(920) 885-7300

OR

Tiffany Sponholz  
Director of Student Services  
400 E. Burnett Street  
Beaver Dam, WI 53916  
[sponholz@bdusd.org](mailto:sponholz@bdusd.org)  
(920) 885-7300

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.