



## Volunteer Application | 2018-2019 School Year

- Every year, every volunteer must provide a new application
- This application is fillable. Please print legibly if you are filling out a hard-copy
- All volunteer athletic coaches must apply online. Search “Volunteer Coach” at [www.peoriaunified.org](http://www.peoriaunified.org)
- Submit your completed packet to your school of choice, or to the district’s volunteer coordinator, Peoria Unified School District Administration Center, 6330 W. Thunderbird Rd., Glendale, AZ 85306
- New volunteers are required to read the district’s Volunteer Handbook and view the Volunteer Orientation video
- Elementary chaperones must complete the questionnaire after viewing the Field Trip Chaperone Orientation
- Volunteers are required to sign in/sign out and record volunteer hours
- Volunteer materials and orientations can be found at [www.peoriaunified.org](http://www.peoriaunified.org) in the section, *I Would Like To...*

<b>School/Classroom Volunteer</b> <input type="checkbox"/> You are a <b>NEW</b> non-parent (community) volunteer <i>You are required to provide three references. Allow 2 weeks for district approval.</i>  <input type="checkbox"/> You are a <b>RETURNING</b> non-parent (community) volunteer at this school <i>You do not need to provide three references if you have previously been approved to volunteer at this school. You are, however, required to provide three references if you are volunteering at another one of our schools this year. Allow 2 weeks for district approval.</i>		<b>Field Trip Chaperone</b> <input type="checkbox"/> If you are <u>not</u> a parent or legal guardian of a student at the school, you are a community volunteer and are required to provide three references. Allow 2 weeks for district approval.  Elementary school chaperones must view the Field Trip Chaperone Orientation and complete the questionnaire afterwards. Turn in your answer sheet to the teacher, or the school’s volunteer coordinator.	
First Name		Last Name	
Address		City	Zip Code
E-mail address		Date of Birth	<i>Volunteers must be 18 years or older</i>
Cell Phone	Home Phone	Work Phone	
List school(s) where you prefer to volunteer:			
Name of your child’s teacher (if applicable):			
What is your occupation and educational background?			
What skills, interests or hobbies do you have that may be useful in a volunteer assignment?			
Driver’s License #		List languages you speak, other than English:	
Social Security #			
Have you ever been convicted of a misdemeanor or felony? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do you have transportation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you answered “Yes” you must provide the following:		Can you begin your volunteer assignment now? Yes <input type="checkbox"/> No <input type="checkbox"/> If not now, when?	
Year of proceeding:			
Location of the court:			
Accusation:			
<i>I have read the Peoria Unified School District’s Volunteer Handbook and viewed the Orientation slideshow. I agree to abide by all district rules and policies.</i>			
Date:		Signature:	

# Peoria Unified School District Volunteer Availability and Interests

Please indicate approximately how many hours a week you are available to volunteer: \_\_\_\_\_

Please indicate when you are available to volunteer:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check all that apply to your areas of interest:

### Classroom

- Pre     6
- K         7
- 1         8
- 2         9
- 3         10
- 4         11
- 5         12

### Special Areas

- Art
- Band
- Chorus
- Media Center
- Reading Tutor
- Technology
- Other \_\_\_\_\_

### Office Assistant

- Clerical
- Copying
- Data Entry
- Mailings
- Other \_\_\_\_\_

### Special Events

- Arts
- Book Fair
- Health Screenings
- Fundraisers
- Parent Nights
- School Store
- Other \_\_\_\_\_
- National Honor Society
- PTA, PTSO, PTO
- Drama
- STEM
- Yearbook
- Student Council
- Field Trip Chaperone

**Thank you for your interest and involvement with children in our school!**

*Please return your complete Volunteer Application Packet to your school's designated Volunteer Coordinator or to the District Administration Center, 6330 W. Thunderbird Road, Glendale*

District policy states a new Volunteer Application and Emergency Information is required from every volunteer, every year.



Peoria Unified School District  
**Volunteer Emergency Information**  
**2018-2019 School Year**

Date: \_\_\_\_\_

School: \_\_\_\_\_

Teacher: \_\_\_\_\_

Student/Child's First & Last Name: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
*(if applicable)*

\_\_\_\_\_

Cell Phone: \_\_\_\_\_

Relative or friend to call: (in case of emergency)

Home Phone: \_\_\_\_\_

\_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Physician: \_\_\_\_\_

Phone: \_\_\_\_\_

Choice of hospital: \_\_\_\_\_

Choice of ambulance: \_\_\_\_\_

Illness or health conditions: \_\_\_\_\_

Medications taken: \_\_\_\_\_

\_\_\_\_\_

Allergies: \_\_\_\_\_

\* List additional children and their teachers:

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## Peoria Unified School District Volunteer Liability Insurance Statement

All employees and approved volunteers of the District are covered by a blanket liability insurance policy. This policy would cover any charges which might be brought against you and/or the school district relative to the service you are performing. The coverage limit is ten million dollars.

Should you be injured while volunteering, your own accident or health insurance would be necessary.

Print Name \_\_\_\_\_

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

*The information you provide is strictly confidential.  
Volunteer forms are kept of file at the school throughout the school year.*

# 2018-2019 Peoria Unified School District Community Volunteer Reference Form

*Three references are required if you are not a parent or legal guardian of a student.*

As you know, the number of reported crimes against children has risen significantly throughout the country. We have chosen to take various precautions to protect our children. As a new volunteer you are asked to provide 3 references from individuals who have known you for at least two years. Please allow 2 weeks for your application to be approved. *Parents and legal guardians are not required to provide references.*

Date: \_\_\_\_\_ Volunteer's Name: \_\_\_\_\_ Email or Phone: \_\_\_\_\_

School(s): \_\_\_\_\_

If you leave this blank, you will be contacted once a volunteering opportunity that suits your interests has been found.

Submit your volunteer paperwork to the school where you would like to volunteer **or** to the Volunteer Department, Peoria Unified School District Administration Center, 6330 W. Thunderbird Road, Glendale, 85306.

Need to be approved quickly? Ask your references to respond to the request as soon as possible. Incomplete Reference Forms will result in a delay or no approval at all. Please provide complete addresses including apartment numbers, if applicable. The Volunteer Department will accept an email address without a street address and/or a street address without an email address. *No phone numbers, please.*

Please Print Legibly

1. Name: _____ Email: _____
<input type="checkbox"/> Friend <input type="checkbox"/> Neighbor <input type="checkbox"/> Employer <input type="checkbox"/> Other _____
Address: _____
City _____ State _____ Zip _____
For office use:

2. Name: _____ Email: _____
<input type="checkbox"/> Friend <input type="checkbox"/> Neighbor <input type="checkbox"/> Employer <input type="checkbox"/> Other _____
Address: _____
City _____ State _____ Zip _____
For office use:

3. Name: _____ Email: _____
<input type="checkbox"/> Friend <input type="checkbox"/> Neighbor <input type="checkbox"/> Employer <input type="checkbox"/> Other _____
Address: _____
City _____ State _____ Zip _____
For office use:

Have you ever been convicted of a misdemeanor or felony? No  Yes

Have you ever been convicted of a crime against children? No  Yes

If yes, please state the date, place and nature of the conviction \_\_\_\_\_

I agree to read the Peoria Unified School District's Volunteer Handbook and abide by all district rules and policies regarding volunteering in the schools,

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please note: Volunteer coaches are approved through Peoria Unified Human Resources department. For more information, please call 623-486-6278.*

## Volunteer Program

### Questionnaire for Elementary School Field Trip Chaperone

Directions: View the 2 minute Field Trip Chaperone Orientation located at [www.peoriaunified.org](http://www.peoriaunified.org) in the ***I Would Like To...*** section, then complete this questionnaire and turn in to the school prior to the field trip.

Today's Date:

Chaperone Name:

Date of Field Trip:

Classroom Teacher's Name:

*Check one or more answers:*

1. Who is a field trip chaperone?

- Someone who oversees a small group of children assigned to them
- A parent or relative who is 18 years old or older
- All of the above

2. What is the primary duty of a chaperone?

- Ensure the safety of the students
- Drive the students to the field trip location
- Make sure students have a good time

3. Who is not allowed to go on a class field trip?

- Younger children
- Children not in the class
- All of the above

4. What should a chaperone do if a student misbehaves?

- Give the student a time-out
- Ignore the behavior
- Close the proximity between you; if not effective, ask the teacher for help

5. What does a chaperone do if a student asks for a cough drop?

- Unwraps one and puts it in their mouth
- Only teachers can administer medications.
- None of the above

6. What is on the list the teacher gives a chaperone to carry?

- Itinerary for the day
- The names of the students in their group
- All of the above