

2023-2024

# VOLUNTEER GUIDELINES



**WILLIAMS BAY  
SCHOOL DISTRICT**



Contact Us:  
**262-245-1575**

Visit Our Website:

**[williamsbayschools.org](http://williamsbayschools.org)**



**WBSD Volunteer Packet**  
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## Williams Bay School District Volunteer Program

We greatly appreciate your commitment to the Williams Bay School District. Our students are the beneficiaries of this incredible support. Volunteers, such as you, provide opportunities for students to receive one-on-one guidance with their work, guided practice to ensure accuracy in their comprehension, and additional personal attention from caring adults.

We hope the information in this training packet is helpful and starts you on your way to a successful and satisfying volunteering experience. In addition, know that we are always available to provide support as needed. Most importantly, thank you once again for volunteering in the Williams Bay School District.

Sincerely,

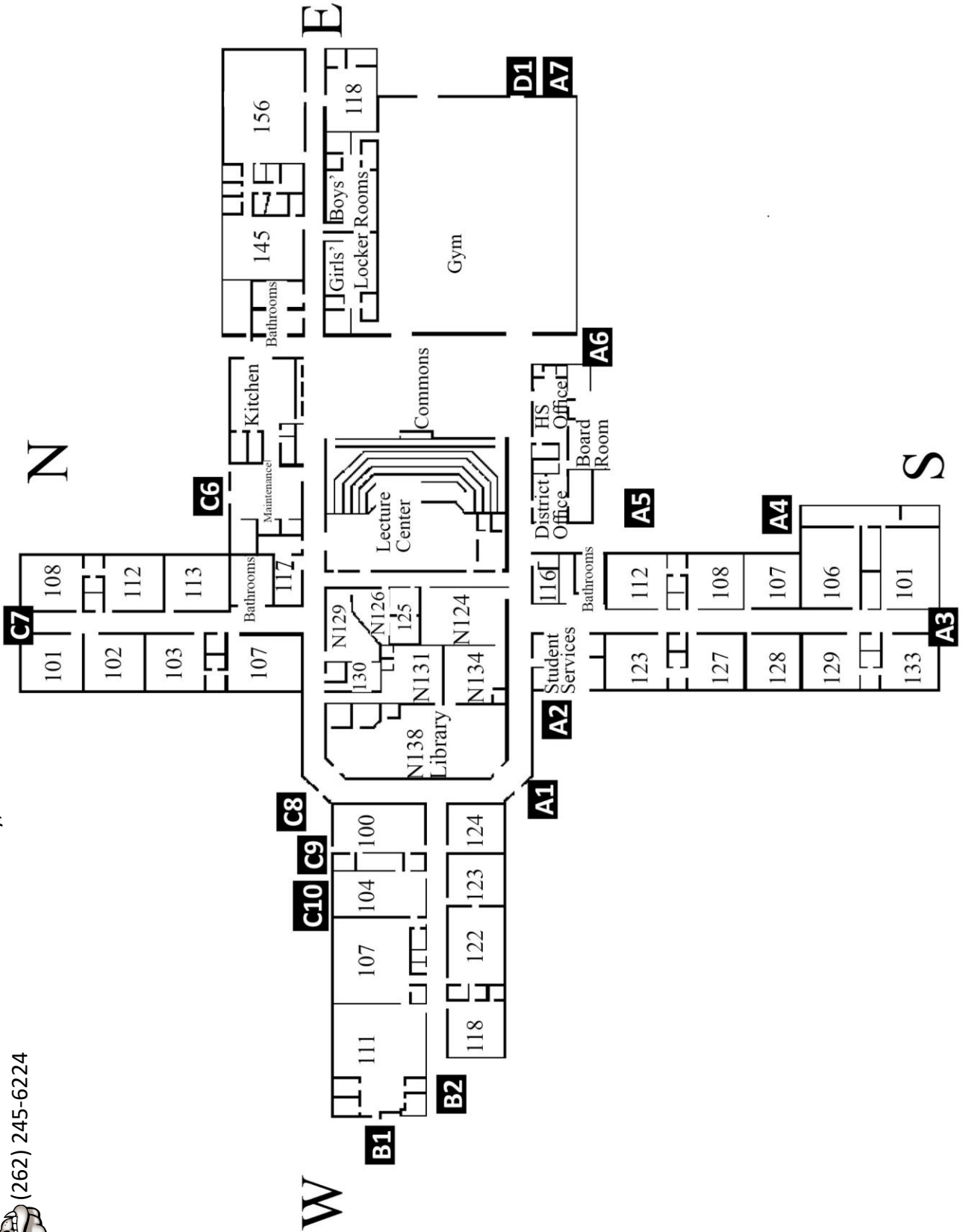
A handwritten signature in black ink that reads "William White". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Dr. William White  
District Administrator

# Middle & High School Building Map

## Williams Bay Middle & High School Map

500 West Geneva Street • Williams Bay, WI 53191  
 (262) 245-6224



# Elementary School Building Map - First Floor

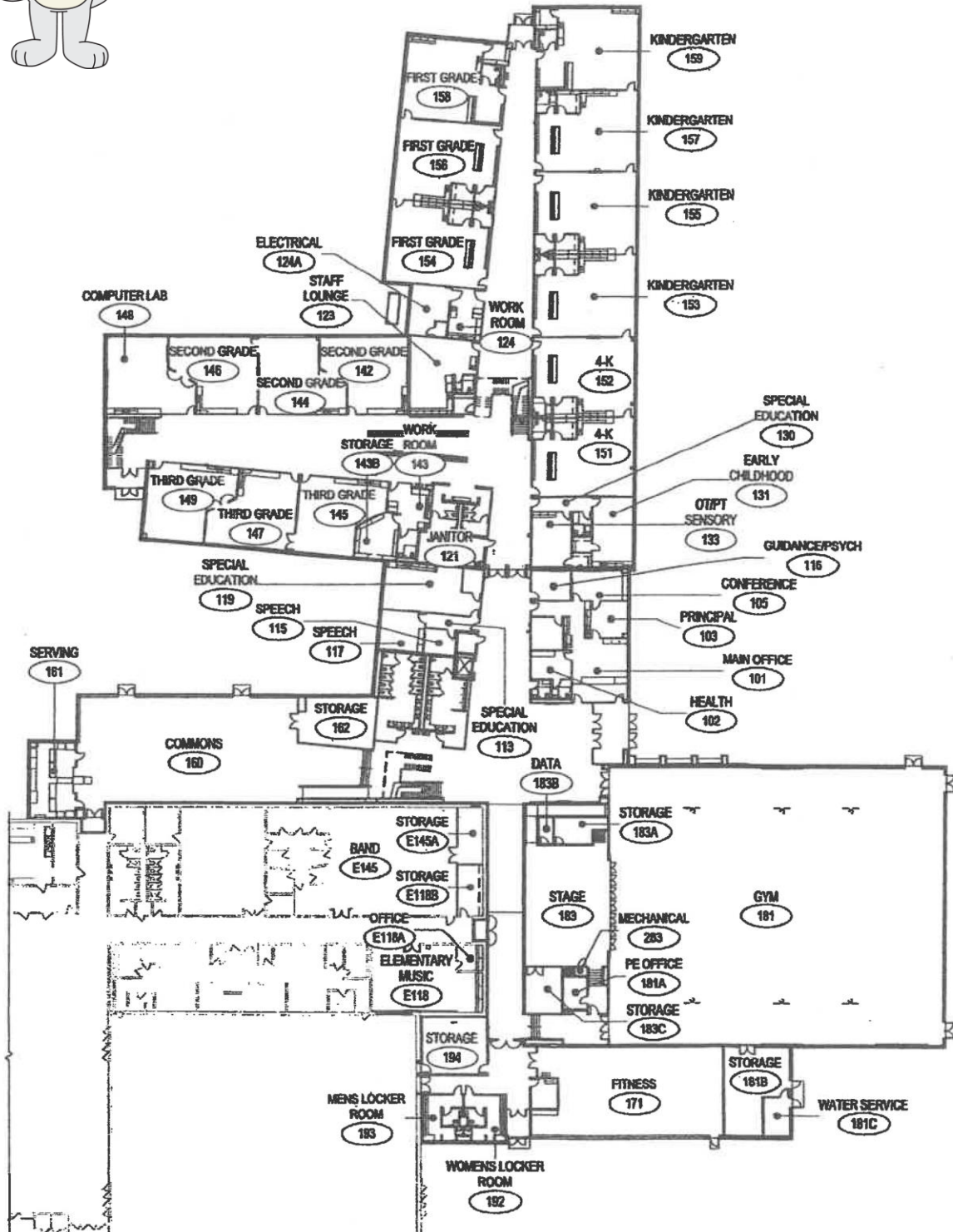


## Williams Bay Elementary School

First Floor Map

250 Theater Road • Williams Bay, WI 53191

(262) 245-5571

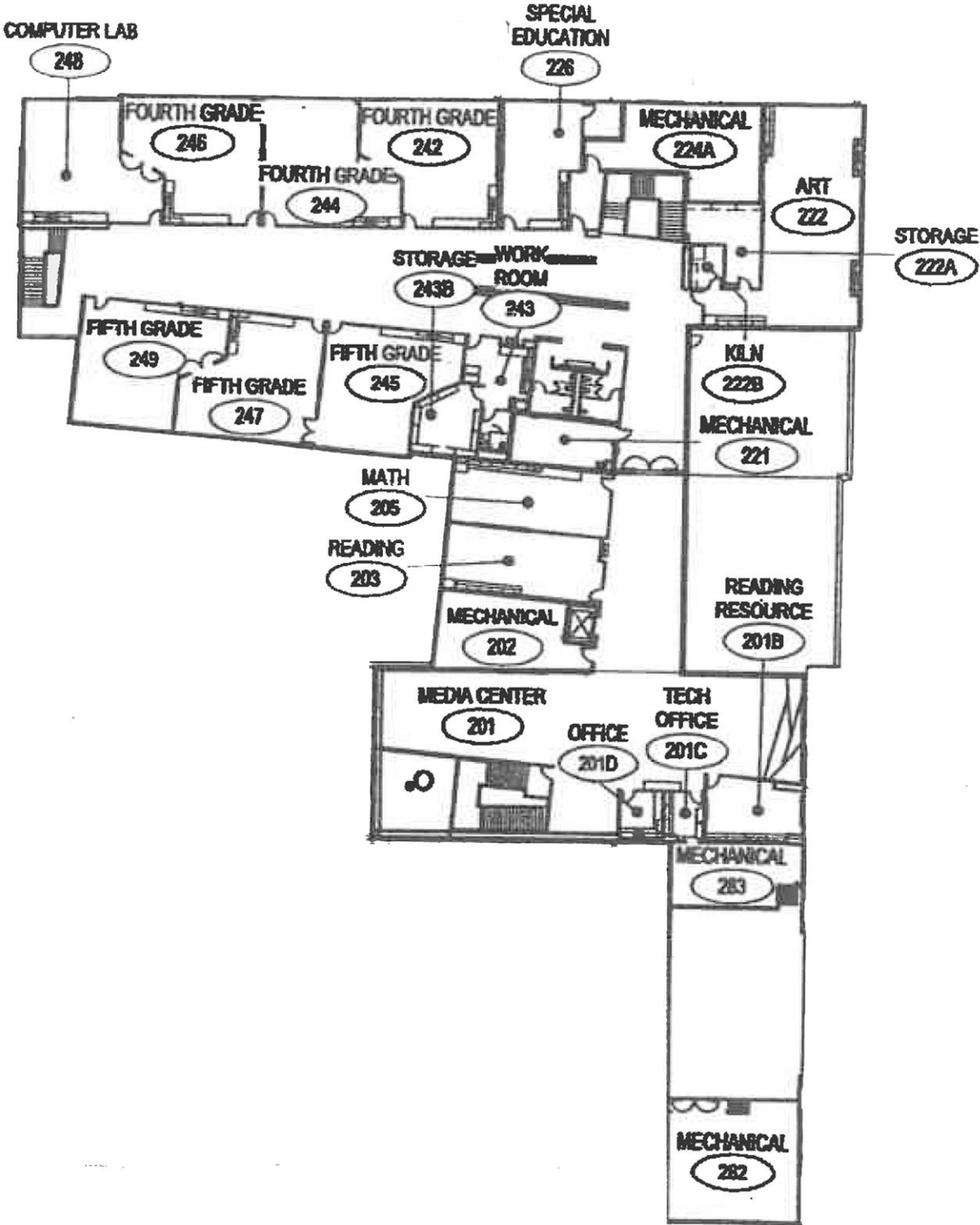


# Elementary School Building Map - Second Floor



## Williams Bay Elementary School

Second Floor Map  
 250 Theater Road • Williams Bay, WI 53191  
 (262) 245-5571



# Williams Bay School District 2023-24 School Calendar

<p style="text-align: center;"><b>AUGUST</b></p> <table style="width: 100%; text-align: center;"> <tr><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td></tr> <tr><td>28</td><td><b>29*</b></td><td><b>30*</b></td><td><b>31*</b></td><td></td></tr> </table> <p style="text-align: center;"><b>SEPTEMBER</b></p> <table style="width: 100%; text-align: center;"> <tr><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td><b>4</b></td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td><b>25</b></td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table> <p style="text-align: center;"><b>OCTOBER</b></p> <table style="width: 100%; text-align: center;"> <tr><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>23</td><td>24</td><td>25</td><td><b>26</b></td><td><b>27</b></td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p style="text-align: center;"><b>NOVEMBER</b></p> <table style="width: 100%; text-align: center;"> <tr><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td></td><td></td><td></td><td></td><td>2</td></tr></table>	M	T	W	TH	F	28	<b>29*</b>	<b>30*</b>	<b>31*</b>		M	T	W	TH	F					1	<b>4</b>	5	6	7	8	11	12	13	14	15	18	19	20	21	22	<b>25</b>	26	27	28	29	M	T	W	TH	F	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	<b>26</b>	<b>27</b>	30	31				M	T	W	TH	F					1					2
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days in quarter = 41

 **NOVEMBER**   |    |    |           |           |           | |----|----|-----------|-----------|-----------| | M  | T  | W         | TH        | F         | | 6  | 7  | 8         | 9         | <b>10</b> | | 13 | 14 | 15        | 16        | 17        | | 20 | 21 | <b>22</b> | <b>23</b> | <b>24</b> | | 27 | 28 | 29        | 30        |           |   **DECEMBER**   |           |           |           |           |           | |-----------|-----------|-----------|-----------|-----------| | M         | T         | W         | TH        | F         | |           |           |           |           | 1         | | 4         | 5         | 6         | 7         | 8         | | 11        | 12        | 13        | 14        | 15        | | 18        | 19        | 20        | 21        | 22        | | <b>25</b> | <b>26</b> | <b>27</b> | <b>28</b> | <b>29</b> |   **JANUARY**   |          |           |           |           |           | |----------|-----------|-----------|-----------|-----------| | M        | T         | W         | TH        | F         | | <b>1</b> | <b>2</b>  | 3         | 4         | 5         | | 8        | 9         | 10        | 11        | 12        | | 15       | <b>16</b> | <b>17</b> | <b>18</b> | <b>19</b> |   days in quarter = 42 | **JANUARY**   |    |    |    |    |    | |----|----|----|----|----| | M  | T  | W  | TH | F  | | 22 | 23 | 24 | 25 | 26 | | 29 | 30 | 31 |    |    |   **FEBRUARY**   |    |    |    |           |           | |----|----|----|-----------|-----------| | M  | T  | W  | TH        | F         | |    |    |    | 1         | 2         | | 5  | 6  | 7  | 8         | 9         | | 12 | 13 | 14 | <b>15</b> | <b>16</b> | | 19 | 20 | 21 | 22        | 23        | | 26 | 27 | 28 | 29        |           |   **MARCH**   |           |           |           |           |           | |-----------|-----------|-----------|-----------|-----------| | M         | T         | W         | TH        | F         | |           |           |           |           | 1         | | 4         | 5         | 6         | 7         | 8         | | 11        | 12        | 13        | 14        | 15        | | 18        | 19        | 20        | 21        | 22        | | <b>25</b> | <b>26</b> | <b>27</b> | <b>28</b> | <b>29</b> |   days in quarter = 43 | **APRIL**   |          |    |    |    |           | |----------|----|----|----|-----------| | M        | T  | W  | TH | F         | | <b>1</b> | 2  | 3  | 4  | 5         | | 8        | 9  | 10 | 11 | 12        | | 15       | 16 | 17 | 18 | 19        | | 22       | 23 | 24 | 25 | <b>26</b> | | 29       | 30 |    |    |           |   **MAY**   |           |    |    |    |    | |-----------|----|----|----|----| | M         | T  | W  | TH | F  | |           |    | 1  | 2  | 3  | | 6         | 7  | 8  | 9  | 10 | | 13        | 14 | 15 | 16 | 17 | | 20        | 21 | 22 | 23 | 24 | | <b>27</b> | 28 | 29 | 30 | 31 |   **JUNE**   |   |   |          |          |          | |---|---|----------|----------|----------| | M | T | W        | TH       | F        | | 3 | 4 | <b>5</b> | <b>6</b> | <b>7</b> |   days in quarter = 46 |

Teacher Inservice – August 29\*, 30\*, 31\*  
(\* Required Staff Days, plus 2 Selected Flex Days)

- First day of Classes – September 5
- Labor Day – September 4
- Thanksgiving Break – November 22, 23, 24
- Winter Break – December 21 – January 2
- Mid-Winter Break – February 16
- Spring Break – March 25 - April 1
- High School Graduation – May 31
- Eighth Grade Promotion – June 5
- Last day of Classes – June 6

□	Vacation
—	Teacher Day – 4K-12 Grade
○	4K-5 <sup>th</sup> Grade – No School – Conferences 6 <sup>th</sup> -12 <sup>th</sup> Grade – Normal School Day
△	4K-5 <sup>th</sup> – Grade Teacher Day 6 <sup>th</sup> -12 <sup>th</sup> Grade – Early Dismissal – 11:45 AM
◡	4K-5 <sup>th</sup> – Normal School Day
◉	6 <sup>th</sup> -12 <sup>th</sup> Grade – Early Dismissal – 11:45 AM 4K-5 <sup>th</sup> Grade – Early Dismissal – 12:30 PM

### Elementary School

- August 30:** Elementary Supply Drop Off/Open House  
3:45 – 6:45 PM
- November 9:** Parent Teacher Conferences  
4:00 - 7:15 PM
- November 10:** Parent Teacher Conferences  
8:00 a.m. – 12 Noon

### Middle/Senior High School

- September 6:** Open House 5 - 7:30 PM
- November 16:** Parent Teacher Conferences 5 - 7 PM
- January 11:** End of Semester Wrap Up 3 - 5 PM  
6–12 Grade
- May 30:** End of Semester Wrap Up 3 - 5 PM  
6–12 Grade

### Quarters

- Quarter 1: September 5 – November 3
- Quarter 2: November 6 – January 18
- Quarter 3: January 22 – March 22
- Quarter 4: April 2 – June 6

# General Procedures

## What Are School Volunteers?

School volunteers are the parents, students, senior citizens, service organization members, and other community members who care about students and want to help the Williams Bay School District. A volunteer is defined as anyone who provides a service to a school or other educational facilities to support the efforts of the district staff. Volunteers have the potential to be alone with a student(s), act as a chaperone on a school-sponsored field trip or have potential to access confidential information. Such volunteers shall serve in that capacity without compensation or employee benefit of any type.

## How Can Volunteers Help?

Some teaching techniques require more than two hands to make them succeed. The teacher may need more time to prepare special projects or exhibits, or they may need more time with a student who needs a little extra attention or just someone to talk to.

## General Guidelines for Volunteer Duties

What Volunteers Can Do	What Volunteers Cannot Do
May be used in non-teaching duties not requiring instructional judgements or evaluation of students	May not access confidential student records.
May act as supervisors, chaperones, or sponsors for non-academic school activities.	May not establish instructional objectives or lesson plans.
May provide assistance with academic programs under a certified teacher's immediate supervision.	May not impose, administer, or enforce student discipline.
May act as a guest lecturer or resource person under a certified teacher's direction with administrative approval.	May not give medications.

## Qualifications for Volunteers

1. Pass a background check conducted by the school district. Please see the [background criteria for exclusion](#)
2. Sign a completed volunteer agreement.
3. Positive attitude and enthusiasm working with children.
4. Ability to work cooperatively with school staff.
5. Effective communication skills.
6. Dependable.
7. Positive role model.
8. Follow the Volunteer Guidelines and General Procedures.



## General Procedures for Volunteers

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### Checking In

- Please arrive 5 minutes prior to the scheduled time to allow time to check in and receive instructions from the teacher.
- Sign in upon entering the main office and secure a visitor's identification badge.
- Report to the classroom where your volunteer service is scheduled. If a class is in session, please wait quietly in the back of the classroom until the teacher approaches you. Avoid talking to other staff or interrupting classes while in the building. If you need to meet with other staff members, please schedule an appointment with that staff member at another time.

### Raptor

The Williams Bay School District uses the Raptor Visitor Management System in our schools to strengthen our program of campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our buildings at all times, and the Raptor system allows us to do that. The Raptor system will better allow us to screen visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff. Upon entering a district building, visitors and contractors will be asked to present an ID such as a State issued Driver's License, Military Issued ID, or Passport ID Card, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. The safety of our students is our highest priority and the Raptor visitor management system allows us to quickly identify those that may present a danger to our students. Thank you in advance for your understanding and your support in enhancing the school safety protocols in our district.

### Communication with Teaching Staff

The classroom teacher where you are volunteering will have specific directions for you to follow. Please seek those upon arrival. Sometimes you will be working with a few students in small groups, at other times you may be administering/reading a test, or even working one-on-one with students providing academic enrichment or support.

If you would like to communicate with the teacher with whom you are volunteering, you can contact them using e-mail. Use the first letter of their first name, followed by their last name @williamsbayschool.org.

### Confidentiality

All volunteers must agree to keep the nature of the work they do with students confidential. This includes communication with other volunteers, parents, and school district staff. When approached by others regarding specific student or teacher situations, volunteers are required to refer the person to the building principal, or Dr. White. Conversations on or off campus about specific situations, students, or classrooms are prohibited.

- Conversations between adults, overheard by volunteers in the building shall remain confidential.
- If a situation arises that makes you feel uncomfortable, please talk with the teacher, building principal or Dr. White.
- If a parent should contact the teacher or administration and request that a specific volunteer not work directly with their child, that request will be honored.
- Check Out:
- Please remember to sign out in the office upon completion of your volunteer service. It is essential for us to know who is in the building in the event of an emergency.

### Role Models

Please remember that you are working with younger students that look up to you as a high school student or adult role model. You are a role model to them. Please make sure that you model appropriate and safe behavior while you are volunteering in the Williams Bay School District. This includes following all school rules.

## **Dress Policy**

All volunteers are expected to follow the student dress policy. Williams Bay students are expected to dress in an appropriate manner that does not distract from an academic decorum or disrupt the educational process, present a danger to health or safety, or create maintenance problems for the school. Students shall wear shoes at all times. They shall not wear clothing that exposes undergarments or inappropriately exposes the body; that displays tobacco, drugs, alcohol, or vulgar language or pictures, or that advocates other violations of school rules or the law. They shall not wear overcoats or headwear such as hats, headbands, or bandanas during the school day.

## **Duties and Responsibilities**

Assist students as requested by the classroom teacher.

Help students become independent learners. Conduct conversations that promote a student's thinking, not simply listening and accepting.

Provide academic guidance to assigned student(s). This may include helping them with homework and assignments they are having difficulty completing, working on long-term projects, helping them understand material they are not comprehending or helping them study to better comprehend what they are learning. The goal is always student understanding rather than simply task completion. Students should be able to utilize the acquired knowledge on future assignments and challenges.

Encourage hard work and effort, create confidence in students about their own abilities and knowledge, enhance their creativity and problem-solving strategies, and improve student's question-asking and discussion skills.

- Supervise student(s) to assure their safety and well-being.
- Model appropriate behavior. Conduct yourself with dignity, courtesy, and consideration.
- Be punctual and responsible in fulfilling your duties. Give adequate notification of your absences.

## **What do Students Need?**

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### **Relationships**

The most important thing a classroom helper can bring to a learning session is not content knowledge, but the willingness to build a relationship of trust and encouragement with a young person. Students may come to you for a variety of reasons such as being absent, not learning at the set pace of the class, needing more time on a task, not asking clarifying questions or being unmotivated. They are worried about how you will view them, and they may be very uncomfortable at the sessions. You can help gain their trust and diminish their apprehension by being on time, being enthusiastic, celebrating their successes (no matter how small) and sharing yourself. Talk about the difficulties you had to remind them that you are human too! Learn about them, their strengths and weaknesses and their goals. Capitalize on your learner's interests. Establish a positive setting in which to work. Make sure the student is comfortable mentally (where they feel they can make errors and may or may not be seen by others) and physically (seated in a chair, on the floor, in a desk, at a table, not hungry or thirsty; bathroom needs are met, noise level ok). Doing this can start the sessions on the right foot. A little thing such as sitting next to them versus sitting across from them sends the message that you are working together. Using collaborative skills will help students translate them to use in their own life and the relationships they have with others.

### **Listening**

Rearrange the letters in the word "listen" and you will discover a new word, "silent." The classroom helper's job is not one of telling information, but one of listening to the child's thought processes and facilitating the student's own learning. Asking the right question after posing the problem or project may get the student's thinking started. Encourage discussions by being honest and supportive. Outside of learning, they may be dealing with issues at school or home that need to be aired briefly before they can focus on the task at hand. You do not need to become a counselor; a brief opportunity to vent may be all they need. If the issue needs to be dealt with more, a reply such as, "I can tell this is really upsetting you. Is there someone you can talk to after our session?" may help redirect their attention, but still show you do care. If a child appears upset, please notify the teacher or building principal.

### **Independence**

Encourage their own responsible decision-making. You can help them become an independent learner by withholding constant corrections. Help them notice errors and commend them on their ability to correct mistakes. At the end of your sessions ask them what they remember, what they feel good about, and what they accomplished. This reflective thinking will transfer into their practice.

## **Organization**

Elementary school students and sometimes middle/high school students are learning how to learn. They may need help organizing their papers. Their backpacks and papers may be in complete chaos. Taking time to help them organize, put things in the proper folders, throw out what is no longer needed, etc. is worthwhile.

## **A Fresh Start**

Many students need help building a positive image of themselves as capable learners with abilities to be successful in school. Classroom helpers who start off right away reinforcing and praising what the student does know and what they can do, will more likely be able to help the student build the confidence needed to keep struggling with something that's been difficult for them. Give honest and supportive feedback that supports them taking risks and giving it a good try. Ideas to help focus on the positive:

- When going over an assignment or test, circle everything that's correct (each word spelled right, each math problem with the right answer, etc.).
- Even if all the answers are wrong, you can always find something positive to compliment, such as legible handwriting, spelling part of a word correctly, the number of problems they worked on and tried to solve, not giving up, not having a blank page...
- Make your praise as specific as possible. Say: "You have organized your work for this problem very clearly," rather than "You're very organized." Always give sincere praise.
- Help them set realistic goals.
- Let teachers know when a student does an especially good job. When possible, tell the teacher about the great job when you know the student can overhear you or write a note that the student watches you write.
- Let your students know you care about them and how well they achieve. Talk about their interests, hobbies, etc.

By building on the knowledge and skills the student does have and by focusing on the positive, the classroom helper can help a student increase and expand on those skills. If he/she has solved one problem correctly or part of a problem correctly, the classroom helper can ask him/her to think about how they were able to solve it and can encourage them to apply the same methods to gradually add words to their successes. *(Source: RSVP of Dane County, Tips for Volunteers: Working With Middle School Students. Barbara Ryan, Hamilton Middle School, Madison. Shirley Hammond, Memorial High School, Madison)*

## **Mandated Reporting of Suspected Child Abuse**

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State law requires that education professionals are mandated reporters of suspected child abuse. A volunteer who has reason to believe that a child has been subject to abuse or maltreatment must be reported immediately to the teacher or school administrator.

## Background Criteria for Exclusion from Volunteering

A person should be disqualified and prohibited from serving as a volunteer or a chaperone if the person has been found guilty of the following crimes:

### Sex Offenses

- All sex offenses - regardless of the amount of time since offense.  
Examples include: child endangerment, child molestation, rape, sexual assault, sexual battery, prostitution, solicitation, indecent exposure, etc.

### Felonies

- All felony violence - Regardless of the amount of time since offense.  
Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
- All felony offenses other than violence or sex within the past 10 years.  
Examples include: drug offenses, theft, embezzlement, fraud, etc.

### Misdemeanors

- All misdemeanor violence offenses within the past 7 years.  
Examples include: simple assault, battery, domestic violence, hit & run, etc.
- All misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses in the past 10 years.  
Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.  
Examples include: contributing to the delinquency of a minor, providing alcohol to a minor, theft - if a person is handling monies, etc.



# WILLIAMS BAY SCHOOL DISTRICT

## Volunteer Information Form

Date \_\_\_\_\_

Birthdate \_\_\_\_\_

Building to Volunteer \_\_\_\_\_ District Office \_\_\_\_\_ Elementary \_\_\_\_\_ Middle School \_\_\_\_\_ High School

Social Security Number \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Full Legal Name \_\_\_\_\_

Address \_\_\_\_\_  
 Street or PO Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (include area code) \_\_\_\_\_ Cell Phone (include area code) \_\_\_\_\_

Please check days you are available \_\_\_\_\_ Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thur \_\_\_\_\_ Fri

In the last 5 years, have you lived or worked outside the State of Wisconsin? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please indicate where and when \_\_\_\_\_

Names of your children enrolled at WBSD \_\_\_\_\_

Please list the hours you are available (i.e. 8-11 a.m., 1-3 p.m.) \_\_\_\_\_

### Criminal Information Records Check

The Williams Bay School District conducts a criminal information records check of all staff and volunteers to ascertain whether the circumstances of a criminal conviction, or a pending criminal charge, substantially relate to working with students.

### Confidential Information

Protecting and maintaining confidentiality is the professional responsibility of every person assigned to work within the Williams Bay School District, whether an employee or a volunteer. Inasmuch as confidential information is a daily part of the normal course of business within the Williams Bay School District, all volunteers are expected to abide by the following guidelines and to extend every effort possible to protect this information.

### Guidelines

- Refrain from discussing information regarding a student, district employee, or administrator in open areas, the teachers' lounge, classroom, hallway, etc. Do not have conversations mentioning student names where other students, faculty, staff, or visitors may overhear what is being discussed. It is best to use a private office for these types of conversations.
- Be especially cognizant of leaving sensitive or confidential information accessible to others in your classroom or work area (i.e. student records, gradebooks, test results, disciplinary actions, performance evaluations, etc.) Keep individual student information in a locked cabinet, especially when you are out of the classroom. It is best to keep cabinets locked at all times.
- If the need arises to communicate with another individual regarding a student, sensitive issue, a member of the staff, etc. please schedule a face-to-face meeting rather than using email or voice mail. These systems are not completely protected and can be subject to breaches of security. **Email and voice mail messages can be requested as legal documentation. Deleted emails and voice mails can still be retrieved from the district server if subpoenaed by a court of law.**
- Information confidential to the Williams Bay School District should never be discussed outside the workplace.

Any questions or concerns regarding any exceptions to the statement of confidentiality should be discussed with the building or district administrator.

**I have read and fully understand these Guidelines for Confidentiality. As a district volunteer, I understand it is my responsibility to follow these guidelines in protecting and maintaining confidential information within the Williams Bay School District.**

\_\_\_\_\_  
 Volunteer Signature

\_\_\_\_\_  
 Date Signed

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

Personally identifiable information collected on this form will only be used to best handle any emergency medical situation that may occur. Such information will not be released without permission, will be kept in a confidential file, and will be retained only for the duration of the volunteer's service with the district.

**Emergency Contact Information**

Name of person to contact in case of emergency: _____  Relationship to volunteer: _____	Telephone No. (include area code) Home: _____ Work: _____
If no answer, call _____  Relationship to volunteer: _____	Telephone No. (include area code) Home: _____ Work: _____

If you have any unusual health issues such as easily bleeding, serious drug allergies, or are not to be referred to a doctor for religious reasons, please check the box and describe the situation below:

<input type="checkbox"/>	Explanation: _____
--------------------------	--------------------

**OPTIONAL**

I am taking medication on a continuing basis for the following conditions:

Medication:	Condition:

\_\_\_\_\_  
Volunteer Signature

Date Signed \_\_\_\_\_

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

**For Office Use Only**

\_\_\_\_\_  
Building Administrator's Signature

Date Signed \_\_\_\_\_

\_\_\_\_\_  
Business Office Approval

Date Signed \_\_\_\_\_