

## Administrator/Supervisor Volunteer Request Form

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**To be completed by the Principal/Supervisor**

*This form and result will be returned to the Principal/Supervisor*

1. Name of Principal/Supervisor and site: \_\_\_\_\_
2. Name of potential volunteer: \_\_\_\_\_
3. Type of service to be performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Start Date: \_\_\_\_\_                      5. End Date: \_\_\_\_\_
6. Interview with volunteer completed on \_\_\_\_\_  
(Insert Date)
7. Any other information Human Resources should know: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Attach the completed Volunteer Criminal History Check form with this application.

Please plan at least one week for review of all records.

\_\_\_\_\_  
Signature of Principal/Supervisor

\_\_\_\_\_  
Date

*For Human Resources Department Use Only*

**This volunteer has been:**  **Approved**     **Not Recommended**

1. Volunteer Criminal Check – See attached results.
2. Meets the criteria established by the District Principals and Supervisors – see attached Volunteer Criteria.

\_\_\_\_\_  
Signature of Human Resources Representative

\_\_\_\_\_  
Date

**Volunteer Criteria**  
**For Approval or Non-Approval**  
*(For Administrative/Supervisor Use ONLY)*

1. Complete ban from volunteering (no review)

Any crime or activity in which an employee would lose a license or be terminated by statute (see OAR 584.020.0040).

2. 10-15 Year to Complete Ban from volunteering (\*review after 10-15 years from the Date of Conviction)

- Felony Violence, Felony Weapons , Felony Theft, Felony Drug Distribution, Felony Drug Possession, Misdemeanor Crimes relating to children.

3. 2-5 year Ban from volunteering (\*review after 2-5 years from the date of conviction).

- Misdemeanor violence, Misdemeanor drug possession, Misdemeanor Crimes relating to children.)

- Mitigating factors are the recency of the crime, enrollment in diversion programs, references from judicial authority, and other sources attesting to a period of time in which the behavior or other types of criminal behavior have been absent. Other considerations may be the prior involvement in other non school areas of working with kids (e.g., Club Sports or other programs).
- Factors which exacerbate the ban are: a pattern of criminal behavior, recency of the criminal behavior (this includes multiple misdemeanors, severity of the crimes, crimes including misdemeanors related to children.)

All decisions are at the discretion of School District 9 and are final.