



How to become a volunteer in Rogue River School District #35

Welcome! We hope you will choose to partner with us and make a difference in the education of our youth in Rogue River School District #35. Below we have outlined the three simple steps to becoming a volunteer in our district.

- #1 Fill out the Volunteer Application, Criminal History and Volunteer Preference Forms**
#2 Have a conversation with a Principal **#3 Volunteer!**

1) Volunteer Application, Criminal History and Volunteer Preference Forms:

While we would like to have you volunteer right away, Oregon State law requires all volunteers who work with children in any school or school-related activity first pass the Oregon Criminal Records check. The state requires these checks be done annually; hence, each year around the same time we will need to repeat this process.

- A. Fill out the attached Volunteer Application/Criminal History/Preference forms (attached) and submit them to the office of the school where you wish to volunteer.
- B. Your application is then sent to the state for approval. This process usually takes about 2 weeks.
- C. You will be notified of your clearance by the school, and you will be on your way to being an RRVP Volunteer!

Please note that your information is kept confidential. Should a file come back with any questions noted by the state, the principal of the school where you wish to volunteer will have a confidential conversation with you regarding the questions noted.

If you have worked with students in some professional capacity and know that you have a fingerprint analysis on file with the Oregon Department of Education, please let us know. We will still have you fill out the Volunteer Application and Preference forms.

Timeline of volunteer application submittal and what you can expect:

Within 1 week:	Application sent in for processing to the state.
2 weeks:	Should have information back; however, if you haven't heard from anyone yet, don't worry; it just means the state is backed up and it will take a little longer.
3 weeks:	By now, you should have been contacted by the principal or his/her designee. If you have not been contacted, please call the school where you wish to volunteer.

2) Conversation with a Principal:

After we have state authorization as well as your completed Volunteer Preference form, you are almost ready to go!
A school principal will have a brief conversation with you about your availability and the current school needs in their building before you are assigned.

Our principals are:

Rogue River Elementary:
Casey Olmstead

Rogue River Junior/Senior High School
Dan Smith

South Valley Academy
Cecil Felkins

3) It's time to volunteer!

If you have any questions about this process or need further assistance, please call the school where you wish to volunteer.

Again, we sincerely appreciate your desire to make a difference for our students and school district!



SCHOOL VOLUNTEER PREFERENCE FORM

There are numerous ways to be involved in our schools as a volunteer!

1. **Please fill out this form and submit it with your Criminal History Verification and RRVP Volunteer Application forms to the office of the school where you wish to volunteer.** (If you aren't sure about some areas/questions, don't worry; we'll discuss them together.)
2. **You will be contacted by a school principal to discuss your preferences and availability.**

Name: _____ Address _____

Phone No(s): # _____ # _____

Email address: _____

Preferred School Location: (Circle any that apply)

RR Elementary

RR Junior/Senior High School

South Valley Academy

How many HOURS you can volunteer: Per Day _____ Per Week _____ Per Month _____

Preferred Times: During School Hours _____ After School Hours _____

Preferred Days (circle): Monday Tuesday Wednesday Thursday Friday

Please check the categories that best suit you and that you would enjoy. Some will require working with students, while other roles won't involve working with students.

	Copying and preparing mailings		Reading Mentor
	Phone calls		Writing Mentor
	School Beautification		Math Mentor
	Gardening		Science Mentor
	Library		Arts: Music/Drama/Visual Arts
	Field Trip Chaperone		Technology/Computers
	Playground helper		Social Studies Mentor
	Hall Monitor		PE/Sports (extra-curricular, too)
	Extracurricular/Clubs/Sports/Booster		Campus Supervisor
<u>Comments:</u>			

More forms are available at any school office or online at www.rogueriver.k12.or.us.

This form will be given to the Principal

RRVP VOLUNTEER APPLICATION

Rogue River School District #35
1898 East Evans Creek Road
PO Box 1045 - Rogue River, OR 97537
541-582-3235 Fax: 541-582-1600
www.rogueriver.k12.or.us

Date of Application: _____

**Per Oregon State requirements, all volunteers must renew their application EACH YEAR.
Please consider renewing your application every May so you are ready to volunteer for the coming school year!**

Name (Last)	(First)	(Middle)	(other names used)
Address (mailing)		(City/State/Zip)	(home phone)
Address (home if different from mailing)			(work/message number)
Email address			Social Security Number
Birthdate			Driver's License Number

Volunteer Liability Waiver

I, _____, have volunteered to assist as a volunteer in programs administered by Rogue River School District. I understand that the district has no medical, hospital or disability insurance which covers me. I further understand that I am not covered by Worker's Compensation or any other form of compensation.

Signed: _____ Date: _____

REFERENCES

Of most value are those who have had responsibility for supervising your activities in a work setting.
Please list two adults you have known for at least two years.

NAME	ADDRESS	ASSOCIATION	TELEPHONE

I hereby grant Rogue River School District #35 permission to check civil or criminal records to verify any statement made on this form.

Signature Date

I do not grant permission to Rogue River School District #35 to check civil or criminal records relating to me, and I acknowledge receipt of notice printed below.

Signature Date

Notice: The Oregon Department of Education will conduct a criminal offender record check of applicants for prospective school volunteers working with or around children. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. Discrimination by an employer on the basis of arrest records alone may violate federal civil rights law. The applicant may obtain further information concerning the applicant's rights by contacting the Bureau of Labor and Industries, Civil Rights Division, State Office Building, Suite 1070, Portland, OR 97232, telephone 503-731-4075.