

# GREAT LAKES ACADEMY

46312 Woodward Avenue ~ Pontiac, MI 48342 ~ 248.334.6434 ~ 248.334.6457 (fax)  
www.greatlakesacademy.org



## Guidelines for Volunteering for Programs/Activities

### Thank You for Your Support!

Great Lakes Academy believes that programs and activities provide valuable educational experiences for students. Without the help of volunteers like you, many programs and activities would not be possible. We thank you very much for giving your time and support to these important activities.

In order to help ensure that District-sponsored programs and activities result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering.

### Becoming a Volunteer

Because student safety is our paramount concern, Michigan State law requires the District to conduct a state background check of school volunteers with unsupervised access to children. To accomplish this, all volunteers will be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal records check and/or the Offender Tracking Information Systems (OTIS) prior to being allowed to participate in any activity or program.

The District also requires that volunteers be at least 25 years old.

### Guidelines for Volunteers

Prior to your program/activity, the coordinating staff member will provide you with information regarding the activities planned, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties. If you have any questions regarding these guidelines, please contact the coordinating staff member or the building principal/program manager.

1. All school rules apply on District-sponsored events. Volunteers are expected to comply with District policies, follow the directions given by the District's coordinating staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with District policy, during District sponsored events, Volunteers:
  - may not use, sell, provide, possess, or be under the influence of drugs or alcohol
  - may not use tobacco in the presence of, or within the sight of, students
  - may not possess any weapon
  - may not administer any medications, prescription or nonprescription, to students
3. Students must be supervised at all times while at District-sponsored events. When applicable, as a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to

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meet the rest of your group at the end of the visit. Volunteers must be readily available, be mindful of safety concerns, and respond to students' needs.

4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by administrators and parents.
5. Eating and drinking are not permitted outside of designated areas and predetermined times.
6. For the protection of both the student and the chaperone, Volunteers should not place themselves in situations in which they are alone with a student.
7. Family members or friends of a chaperone may not participate in a District-sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children can distract you from your duties as a chaperone.
8. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

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## Background Check Information: *(please provide)*

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_

## Emergency Contact Info:

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Relationship*

\_\_\_\_\_  
*Daytime Phone*

## Hold Harmless Agreement:

By signing this agreement, I hereby release, indemnify, and hold harmless Great Lakes Academy, its directors and officers, employees, successors, assigns, legal representatives, organizers, sponsors, and supervisors of its activities from any and all claims, causes of actions and liability arising from or in any way connected with my volunteer participation with Great Lakes Academy.

I further understand that by signing this document that I am releasing Great Lakes Academy of any obligation should I become ill or receive an injury as a result of my volunteer services.

## Acknowledgment:

I acknowledge that I have received the copy of the "Guidelines for Volunteering for Programs/Activities," have read these guidelines and agree to comply.

*Printed Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Phone Number:* \_\_\_\_\_