

Volunteer Approval Form



Bentonville Schools

This form must be completed to request approval for a volunteer to provide non-paid services directly involving students of Bentonville Schools. The form must be approved by all responsible parties and the volunteer must clear the required state, federal (with finger-printing), and child maltreatment background checks prior to performing any services directly involving students of Bentonville Schools.

Last Name

First Name

MI

Street Address

City

State

Zip

Phone #

DOB (mm/dd/yyyy)

Last 4 of Soc Sec #

Email Address

Emergency Contact Name

Emergency Contact Phone #

Are you currently an employee of Bentonville Schools?

Yes

No

If yes, at which location do you work?

If yes, what is your current position?

Are you currently a student intern at Bentonville Schools?

Yes

No

If yes, at which location are you interning?

If yes, who is your district mentor?

Complete the section below based on the specific volunteer assignment being requested.

Volunteer School or Building Assignment

Volunteer Department or Team Assignment

School Year Serving

Semester(s) Serving (check all that apply)

Fall

Spring

Summer

Description of Volunteer's Assigned Services (500 characters max)

District Employee Requesting Volunteer

District Employee School or Building

District Employee Phone #

District Employee Email Address

The completed form must be manually signed and dated by the Volunteer and then submitted to a Human Resources Administrator at the Administration Office. The form will then be uploaded into Frontline Central where it will be routed for electronic approval to all responsible parties within Bentonville Schools. Final approval must be provided by a Human Resources Administrator prior to the volunteer performing any services directly involving our students which will only be granted upon clearance of all three required background checks. A volunteer request can be denied regardless of clearances.

By signing below, this volunteer agrees to only perform services directly involving students of Bentonville Schools as described on this form and only as directed by the district employee who has requested the volunteer assignment per this form. The volunteer also understands that clearance of all three required background checks is mandatory prior to performing any services directly involving students of Bentonville Schools.

Volunteer Signature

Date