



ALBION CENTRAL  
SCHOOL  
DISTRICT OFFICE

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Dear Volunteers and Chaperones:

On behalf of the District and the students you may support as a volunteer and/or chaperone, we thank you! We write today to remind you of several changes made to the Albion Central School District policy and procedures last year and to seek your help in our commitment to continuous improvement in our student safety program. A review of all of our safety procedures identified several improvements that were adopted.

District policy now dictates that individuals who wish to volunteer (including those willing to supervise children other than their own as a chaperone) must complete a volunteer application, submit the names of two adult references the district will contact, and must not be listed on the sex offender registry of New York State or any similar registry of another government. **All individuals wishing to volunteer (including those who wish to serve as a chaperone) must complete the volunteer application even if they have been previously approved in a prior school year.** (We have enclosed a copy for you that must be completed and returned to the school.) The form requires you to submit contact information for two individuals who will serve as references and for you to verify whether or not you are listed on a sex offender registry.

No individual will be allowed to volunteer or chaperone (supervise children other than their own) unless they have submitted a completed application and have been approved as an appropriate volunteer or chaperone by the district. We remind you that volunteer and chaperone approval is good for one year and must be renewed again in each successive year.

Once again, we thank you for your willingness to serve the students of Albion Central and for your understanding as we continue to seek and implement the best available practices, procedures, and devices to provide for the safety of all of our students.

Sincerely,

Michael S. Bonnewell  
Superintendent of Schools

MSB:cmi  
Enclosure

**ALBION CENTRAL SCHOOL DISTRICT  
APPLICATION FOR VOLUNTEERS/CHAPERONES**

**Personal Information**

Date \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone No. \_\_\_\_\_  
(Home) (Work)

**I am applying to:**

**Volunteer** What volunteer services are you willing to perform? \_\_\_\_\_  
 With whom or what group will you be volunteering? \_\_\_\_\_

**Chaperone** (Approval is valid for current school year. You must sign up for specific trips when permission slips are distributed.)

**Employer** List below your current or last employer.

DATE, MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	POSITION
From		
To		

**References** List below two persons, not related to you, whom you have known at least one year.

NAME	ADDRESS	PHONE NUMBER
		( )
		( )

Duration of volunteer/chaperone assignment: From \_\_\_\_\_ To \_\_\_\_\_

**Emergency Information** In case of emergency, please notify:

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

My signature below permits the District to contact any or all references listed if necessary and verify that I am not on the sex offender registry.

Date \_\_\_\_\_ Signature \_\_\_\_\_

\*\*\*\*\*

**DO NOT WRITE BELOW THIS LINE -- OFFICE USE ONLY**

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_  
 Building Principal

REMARKS: \_\_\_\_\_

Approved [ ]      Not Approved [ ]
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# POLICY

2013

3150

Community Relations

## SUBJECT: SCHOOL VOLUNTEERS

The Board recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

- a) Assist employees in providing more individualization and enrichment of instruction;
- b) Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
- c) Strengthen school/community relations through positive participation.

Volunteers are persons who are willing to donate their time and energies to assist principals, teachers, and other school personnel in implementing various phases of the school program. They include the occasional volunteer that may help and assist classroom teachers, long-term volunteers assisting or helping at school on a continual, scheduled basis, and volunteers that provide assistance and supervision on trips away from school. Volunteers shall serve in these capacities without compensation or employee benefits except for liability protection under the District's insurance program. The building principal shall be notified of who may occasionally be volunteering in a classroom. Long-term volunteers, those who regularly assist, and any volunteer that accompanies students off school grounds or after school hours, must complete a volunteer application form available in all District Offices.

The applications, filled out by the prospective, long-term, after school hours or overnight volunteers shall be forwarded to the District Office for evaluation. The building principal must approve of the assignment of the volunteer. Names and program affiliation shall be forwarded to the Superintendent, and volunteers selected shall be placed on a list of approved volunteers for review by the Board of Education. The Superintendent retains the right to approve or reject any volunteer applications submitted for consideration.

Certain restrictions apply to persons who are known to the District to be registered sex offenders. For purposes of this policy, a registered sex offender is any person who is currently registered as a Level I, Level II or Level III Offender under New York State's Sex Offender Registration Act (Correction Law, Art. 6-C) or who is listed on a similar registry of sex offenders in any other State.

Known registered sex offenders may not act as a volunteer. This shall not preclude a known registered sex offender from participating in activities involving a child or children for whom the registered sex offender is a parent or legal guardian, provided the known registered sex offender does not have supervisory responsibility for any other child(ren) participating in the activity. Upon request from a parent or legal guardian, the applicable building principal may allow a known registered sex offender to act in the role of a parent or legal guardian of a child but this individual shall have no supervisory responsibility with respect to any other child(ren).

Volunteer Protection Act of 1997,  
42 United States Code (USC) Section 14501 et seq.  
Education Law Sections 3023 and 3028  
Public Officers Law Section 18  
Correction Law Article 6-C

NOTE: Refer also to Policy #6540 -- Defense and Indemnification of Board Members and Employees

Adopted: 3/7/05

Revised: 04/08/13