



DARBY SCHOOL DISTRICT

209 School Drive
Darby, MT 59829

(406) 821-3841 (ph)
(406) 821-4977 (fax)

info@darby.k12.mt.us
www.darby.k12.mt.us

Welcome to the Darby Schools Volunteer Program. We are very excited about your desire to work in our school to make it a better place to educate children. We ask you to familiarize yourself with our expectations for your service here, and then sign the bottom of the form to let us know you are ready to begin. We will make a copy for you to keep, and refer to if requested.

Volunteer Responsibilities and Requirements

1. Sign in at office if during school hours.
2. If volunteering during off hours, prearrange with the Principal
3. If no school employee is going to be present, then the volunteer must have a background check completed before they serve in this capacity. *(The background check can take several weeks to complete so plan well in advance)*
4. If the event is an athletic event and the volunteer is coaching then he/she must have completed the MHSAA online coaching certification and rules clinic, and hold a current first-aid card.
5. If students are to be transported in a private vehicle for any reason the volunteer must authorize the district to check the motor vehicle records for driving history and provide a copy of driver's license and proof of insurance.
6. Volunteers need to be familiar with the student handbook and any applicable board policies as well as any administrative procedures. Volunteers are to share suspected rules violations with the appropriate school employee.
7. Report any injuries within 24 hours to the building principal. Fill out an accident report and turn it into the office.
8. Volunteers must respect the privacy of students. In general, any knowledge or information about a student, gained through the volunteer position, must not be shared with anyone other than a school employee who has the authority to know such information. This includes such basic information as attendance at the function.
9. Please remember use of alcohol or tobacco is prohibited on school grounds and school activities away from the school.

I have read and agree to the above responsibilities and requirements:

Signature

Date

Contact Information: