

**Notice of Volunteer Designation**

~~As required by Board Policy 03.6, no volunteer may supervise students, or deemed to have the authority to supervise students, unless the volunteer has been so designated by the Principal/designee and the volunteer has undergone the required records check.~~

~~Once the Principal/designee has designated authorized volunteers to assist with activities during the school day or during cocurricular or extracurricular activities outside the school day, s/he shall complete and forward this form to the Superintendent/designee. At the first meeting following receipt of the information, the Superintendent shall notify the Board of approved volunteers and the schools/activities in which they will be assisting.~~

☐ Johnson Elementary ☐ Moyer Elementary ☐ Woodfill Elementary

☐ Highlands MS ☐ Highlands HS

**PRINCIPAL/DESIGNEE** \_\_\_\_\_

**ACTIVITY:** \_\_\_\_\_

**SUPERVISING EMPLOYEE** \_\_\_\_\_

Has the required records check been completed? ☐ Yes ☐ No

If this volunteer is to have contact with students on a regularly scheduled or continuing basis, have you provided orientation materials? ☐ Yes ☐ No

**VOLUNTEER INFORMATION**

_____	_____	_____
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
_____	_____	_____
<i>Street/Apartment #/P.O. Box</i>	<i>City</i>	<i>State</i>
_____	_____	<i>Zip Code</i>
_____	_____	_____
<i>Telephone #</i>	<i>Home Email</i>	

\_\_\_\_\_  
*Signature of Principal/designee* *Date Submitted*