



Dear Alden Families,

We are happy to announce that a date has been set for our next volunteer training session at Alden Primary School. Those that are interested should mark their calendars for Tuesday, November 7th from 8:30 – 10:00 AM in the Alden Primary School library. The training is approximately 60-90 minutes in length. If you would like to volunteer in our buildings during school hours at any point this year, you must be volunteer trained. In order to attend, please complete and return the attached info forms to the Alden Primary School Main Office, no later than Friday, November 3rd. You may return these forms via mail, or in-person between the hours of 7:30 AM – 3:00 PM every Monday-Friday. Once we have received your completed forms, we will reserve a spot for you at our training.

Volunteers must go through this training and be approved by our Board of Education in order to work in our buildings or with students when school is in session. This training is required for chaperoning field trips, working the Merry Moose Shop, assisting at Field Day, etc.

PTO events that occur outside of school hours do not require volunteers to be trained.

Our training will be held in-person at Alden Primary School (11197 Broadway, Alden, NY 14004). Please bring the following items with you on November 7th:

- A pen
- NYS driver's license
- The names/addresses/phone numbers of 3 character references (non-relatives)

School Volunteers: Description of Duties

Volunteers are persons who are willing to donate their time and energies to assist principals, coaches, teachers, and other school personnel in implementing various phases of school programs and activities. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the District's insurance program. Volunteers may serve in a variety of roles, including but not limited to the following: working with students in the classrooms (academic tasks/managerial responsibilities), assisting with clerical duties, maintaining bulletin boards, beautifying the building/grounds, assisting special area teachers, etc.

If you already went through this training session in the past, you do not need to attend again.

Please mark your calendars. Our opportunities to offer this training are limited, and we would like to accommodate as many families as possible.

Thank you!



(Remove this page and return to Alden Primary School)

Please complete both sides!

New Volunteer Info Page

Please return the enclosed forms:

- (1) New Volunteer Info Page
- (2) Consent for Background Check



(*If you have multiple children in our buildings, you only have to fill out one form.)

Name _____ Student Name _____

Student's Grade _____ Your Relationship to Student _____



E-mail address _____

Please indicate any areas in which you would be willing to volunteer.

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> Classrooms | <input type="checkbox"/> Field Days | <input type="checkbox"/> Holiday Events |
| <input type="checkbox"/> Filing/Clerical | <input type="checkbox"/> Book Fairs | <input type="checkbox"/> Art Room |
| <input type="checkbox"/> Library Collections | <input type="checkbox"/> Music Room | <input type="checkbox"/> Bulletin Boards/Decorating |
| <input type="checkbox"/> Gardens/Courtyards | <input type="checkbox"/> Fundraisers | <input type="checkbox"/> Computer Lab |
| <input type="checkbox"/> Picture Days | <input type="checkbox"/> Field Trips | <input type="checkbox"/> Assemblies |



The information in this packet will be retained by our school staff. In addition to this information, the district-wide application shall be filled out by each prospective volunteer and returned to Alden Primary School.

Following the completion of each training session and receipt of your materials, the building principal will forward the list of potential volunteers to the Superintendent for final evaluation.

- Following approval from the Superintendent of Schools, recommendations will be made to the Board of Education for approval.
- Volunteers selected for work in the District shall be placed on the list of approved volunteers.
- The Superintendent retains the right to approve or reject any volunteer applications submitted and may revoke prior BOE approval in extenuating circumstances.

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Should the Superintendent of Schools request a background check be conducted before/during my time as a volunteer, I hereby consent to the retrieval of this information.

Signature

Date