



BINGHAMTON CITY SCHOOL DISTRICT
APPLICATION FOR MENTORS AND VOLUNTEERS
(As per Policy 3150)

Personal Information (Please Print):

Date: _____ Email: _____

Name: _____
(First) (Middle) (Last)

Address: _____
(Street) (City) (State) (Zip)

Phone Number: () _____ () _____ () _____
(Home) (Cell) (Work)

Current Employer

MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	POSITION	PHONE NUMBER
FROM:			
TO:			

Previous Employer

MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	POSITION	PHONE NUMBER
FROM:			
TO:			

References (List below three persons, not related to you, whom you have known at least one year)

NAME	RELATIONSHIP	YEARS KNOWN	EMAIL	PHONE NUMBER

Mary Ann Dorner
Mentor NOW Coordinator
(607) 762-8100 Ext: 313

Christopher Columbus School
164 Hawley Street
Binghamton, NY 13902

Have you ever been convicted of a crime? (felony or misdemeanor) [] Yes [] No

If yes, please explain: _____

Are you currently volunteering, in any capacity, in the School District? [] Yes [] No

If yes;
School: _____ Program: _____

Please check one: I am applying as a Volunteer _____ Mentor _____

What days and times are you available each week?

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ AM _____ PM _____

What type of commitment are you willing to make?

1 hr/wk _____ 1-2 hrs/wk _____ 3-4 hrs/week _____ 5-6 hrs/wk _____ other _____

Do you have a school preference? _____

Emergency Information In case of an emergency, please notify:

Name Address

Phone Email

My signature below permits the District to contact any or all references listed, if necessary.

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE- OFFICE USE ONLY

Interviewed by: _____ Date: _____

References checked by: _____

REMARKS: _____

Approved [] Not Approved []

REGULATIONS FOR SCHOOL VOLUNTEERS & MENTORS

The Binghamton City School District invites parents/guardians and community members to share their time, knowledge and expertise with students. Mentors/volunteers enrich the educational program and strengthen our schools' relationships with businesses public agencies and institutions.

The education of our youth requires a community effort. Caring members of the community bring new energies and resources into the schools and expand the classroom walls.

Non-paid coaches are not included in this definition of school volunteers and mentors, and must meet the New York State Department of Education requirements for coaches.

1. Volunteers and mentors are expected to support the District's instructional program and extra-curricular activities.
2. Volunteers and mentors may assist on an occasional or regularly scheduled basis.
3. The need for volunteers and mentors will be determined by the appropriate administrator, Mentor Liaison or Athletic Director in cooperation with the faculty. Final decision concerning selection, placement and replacement is made by the appropriate administrator. Occasional volunteers will be screened by the principal in a manner of his/her choosing. Regularly scheduled volunteers will, at a minimum, complete an application, and be approved by the appropriate administrator. By approving volunteers and mentors, they may be covered by the District's liability insurance (subject to the provisions of the policy) for their actions within the scope of their duties and authority.
4. Orientation and in-service training may be provided when determined appropriate by the administrator.
5. Volunteers and mentors will work under the supervision and direction of appropriate staff and are expected to comply with all policies, rules and regulations set forth by the District and law, including but not limited to prohibition of sexual harassment and corporal punishment. Volunteers and mentors must be under the direct visual supervision of a district employee unless cleared by District accepted background/criminal check. Any volunteer-mentor that has recently had a background/criminal check will be able to submit their documentation as long as the criteria meets that of the District.
6. An accurate list of volunteers and mentors shall be kept by each administrator, supervisor, or Mentor Liaison and forwarded to the Superintendent and his/her designee.
7. The District does not carry health/accident insurance or Worker Compensation on volunteers or mentors.
8. Volunteers and mentors must sign in and out in the school office or alternate area designated for this purpose, unless determined otherwise by the administrator.
9. Appropriate identification as determined by the Superintendent or administrator will be worn for immediate recognition as a school volunteer or mentor.
10. Since volunteers and mentors may be exposed to confidential information about students and their families, it is important that such information be treated in a confidential manner. Any information, including, but not limited to children's learning/physical/athletic abilities, behavior, school records, interactions between staff members and children, and other identifiable information are confidential.
11. Indications and/or suspicions of child abuse/neglect should be reported to the supervising staff member and kept confidential. All staff members are mandated by law to report child abuse/neglect to the appropriate agency.
12. Volunteers and mentors are not permitted to transport students or meet with students off school premises in that capacity.
13. Volunteers and mentors are not permitted to privately communicate with any students including any social media (Ex. Facebook, Twitter, Text, etc.).
14. Volunteers and mentors must abide by the School District's regulations. School District regulations take precedents over any other agencies regulations.

I have read, understand, and agree to abide by these regulations for school volunteers and mentors.

Signature: _____

Print Name: _____

Date: _____