

## Volunteer Application Updates 2017-2018

In order to make the Volunteer Application process more efficient please adhere to the following guidelines:

- Volunteer Applications must be completed for the following activities:
  - Overnight trips
  - Off-campus field trips
  - Regular classroom volunteers
  - Mentors
  
- Please designate a person at your school to handle Volunteer applications. Please send the name of this person to Gwen Mack.
  
- Have a 2 week deadline for applications to be returned to school for trips in state or out of state and especially if they are overnight trips.
  
- Applications should be received in the District office at least **7 days prior to your trip** in order to receive them back in a timely manner.
  
- Please make sure application have **(2) two completed references before they are sent to the District Office for processing. Incomplete applications will be returned to the school.**
  
- **A list of all approved and or not approved volunteers should be kept for your school.**
  
- Please make sure you are using the current version of the volunteer application. Discontinue use of the old form once a new form has been generated.