



MERCER COUNTY SCHOOLS

MENTOR or VOLUNTEER

***Child(ren) in the district you are related to:** _____

***Name:**

***Street Address:**

***City, State, Zip:**

Phone: ()

***Date of Birth:**

Email address:

Can we contact you via email or text to volunteer? TEXT OR EMAIL OR BOTH

***I have been asked to help specifically with:**

**Complete this section indicating your commitment to volunteering
on a REGULAR, SCHEDULED, CONSISTENT basis:**

() I have been asked to help make copies, help a teacher, etc. and will be scheduled on a regular basis by the classroom teacher (weekly, bi-weekly, etc.).

() I have been asked to be in charge of a group of students on a field trip at the teacher's or the school district's request.

() I have been asked to work with individual students on a regular basis (weekly, bi-weekly, etc.) – i.e., mentor, reading/homework help, assisting a teacher with small groups of children at teacher's request.

() I want to mentor only on a regular, consistent basis.

In which schools are you interested in volunteering or MENTORING?

____Any/All ____MCES ____MCIS ____KMS ____MCSHS ____Day Treatment/MC

I will follow the rules and regulations of the Mercer County School System. All student/school records and other information will be kept confidential (see back of the page). I will sign in upon my arrival at my worksite and sign out upon my departure. In order to maintain a safe environment for our students and staff, a criminal check will be obtained upon completion of this form. I understand that I cannot begin work in the schools until my background check has been returned. I will be notified by the central office/school staff if I am not approved as a volunteer.

Applicant's Signature

Date

Mentor/Volunteer Confidentiality Agreement

I, the undersigned volunteer of the Mercer County School District, understand that during the course of my work, I may be given access to confidential, privileged, or proprietary business information in order to perform my responsibilities. By signing this document, I am agreeing to comply with all regulations and laws established to protect confidential information. I understand that accessing or releasing confidential information and/or records or causing this to occur outside the course of my assigned duties would constitute a violation of this agreement, and may also constitute a violation of Federal or state law. I understand that a proven violation of this agreement can result in termination of my access to information and may result in personnel action being taken against me.

Confidential information shall include, but not be limited to, information contained in case or computer-generated records, verbal or written information related to students and/or staff, and personnel or other files that pertain to students, staff, volunteers, or committees.

I agree to:

- Maintain confidential information and not reveal it to students, colleagues, parents, family members, or others with whom I interact, including members of the press, without acquiring the necessary releases or authorizations, and/or the express authority of the Superintendent or designee.
- When necessary under the circumstances, restrict disclosure to those staff, volunteers, or committee members who have demonstrated a need to know and advise them of their related duty to not disclose confidential information to a third party.

It is recognized that I have a duty to report child and adult abuse, neglect, or exploitation; an individual being in danger of hurting self or others; and, within professional guidelines, ethical or statutory violations.

Signature _____

Date _____

TYPE OF CHECK REQUIRED PER KRS161.148	VOLUNTEER ACTIVITY EXAMPLES
<p style="text-align: center;"><u>LOCAL/STATE</u></p> <ul style="list-style-type: none"> • Administrative Office of the Courts (AOC) • Kentucky State Police 	<ul style="list-style-type: none"> • Classroom volunteer/parent working on a <u>regular scheduled</u> basis at teachers request • Copying, sorting, cutting out materials, stuffing folders for the classroom teacher on a <u>regular scheduled</u> basis at teachers request • Working in the school with school staff on a <u>regular scheduled</u> basis at staff request • In charge of students (other than my own) on a school sponsored field trip at teacher's request • Chaperoning dances at my child's school at principal's or staff request • Eating lunch and having positive conversations regarding personal and academic growth (mentor)