



# 2023-2024 STCS VOLUNTEER BACKGROUND CHECK ACKNOWLEDGMENT FORM

Thank you for volunteering for Saginaw Township Community Schools. To protect the safety and welfare of students, our district requires completion of this form each school year. A subsequent background check will be completed before a person may provide volunteer services in our schools.

Please complete this form and attach a copy of your photo identification **PRIOR** to volunteering (preferable at least one week prior to serving as a volunteer). You may contact your building secretary to confirm you volunteer status.

**We appreciate your understanding and for all that you do on behalf of our children.**

*(This Volunteer Background Check Acknowledgment Form will be kept confidential at the Board of Education office.)*

Please **CHECK ALL** the school(s) at which you intend to volunteer during this school year:

- Athletics       Arrowwood       Hemmeter       Heritage       Mackinaw
- Sherwood       Weiss       Westdale       White Pine

### Potential Volunteer Information – Please fill out ALL Information

Full Legal Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_  
 MI Driver's License # or State ID# \_\_\_\_\_ (MM/DD/YYYY)  
 Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please **ATTACH** a photocopy of your  Michigan Driver's License OR  Picture State Identification

In what capacity will you be volunteering:  In-school Activity  Chaperone  Driver

*If driving, a driver information sheet must also be submitted. It can also be found at [stcs.org/District/Department/5-Human-Resources](http://stcs.org/District/Department/5-Human-Resources).*

*You will also need a copy of the following documents along with your valid Driver's License:*

- Your valid insurance policy Declaration Page showing \$100, 000/\$300,000 liability limits

### History Information - Please fill out ALL Information

I Have/  Have Not volunteered at Saginaw Township Community Schools Before?

I Have/  Have Not been convicted of a **Felony** in a state or Federal Court? Year: \_\_\_\_\_ Occurrence State: \_\_\_\_\_

I Have/  Have Not been convicted of a **Misdemeanor** in a state or Federal Court? Year: \_\_\_\_\_ Occurrence State: \_\_\_\_\_

I Am/  I Am Not the subject of a current criminal investigation or have pending charges against you?

Date: \_\_\_\_\_ Alleged Occurrence State: \_\_\_\_\_

**NOTE:** A check of a volunteer's criminal history will be made to verify the responses to the above questions for the sole purpose of ensuring the safety of our students, staff and visitors. No applicant will be denied volunteer status solely on the grounds of conviction of a crime. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense will be considered.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this form to:

Saginaw Township Community School/Board of Education - Human Resource Department  
 3465 N. Center Road  
 PO Box 6278  
 Saginaw, MI 48608