

*Celebrating 100 Years of Educational Excellence, 1911 - 2011*



*"Where children and learning come first!"*

## **SCHOOL No. 4 VOLUNTEER NEXT STEPS**

1. Read and complete the Volunteer Confidentiality Agreement and Rules of Conduct. This four page document must be completed prior to your voluntary service to School 4. The packet includes our Policy, a Confidential Statement, a list of approved duties, a Liability Release, a Signature Acknowledgement and a Volunteer/Teacher/District Acceptance Form.
2. The Department of Education requires volunteers to follow the same fingerprinting process as employees at a discounted rate of \$26.25 plus a \$10.00 processing fee. This fee must be paid by you but will later be reimbursed by the Fort Lee Board of Education by voucher. It will be your responsibility to contact the school secretary who will create a purchase order with your receipt (fingerprinting receipts for both fees) to our purchasing department for payment.
3. All completed forms must be returned to Mr. Emr for review prior to allowing a volunteer to begin.
4. Upon review of the forms, Mr. Emr will schedule a short interview with each volunteer applicant.

**“Volunteering is not a choice, it’s a responsibility.”**