

# Gateway School District

9000 Gateway Campus Boulevard

Monroeville, PA 15146 • 412-373-5713

<b>Office Use Only</b>
_____ Application Complete
_____ Criminal History
_____ Child Abuse
_____ FBI
_____ Board Approved
_____ Tuberculosis Test
_____ ID Badge Issued

<b>INDEPENDENT/COACH SPONSOR VOLUNTEER APPLICATION</b>
Type of Volunteer: Independent _____ Coach/Sponsor _____

**VOLUNTEER POSITION(S) FOR WHICH YOU ARE APPLYING:**

\_\_\_\_\_

\_\_\_\_\_

**NAME**

\_\_\_\_\_

Last	First	Middle Initial
------	-------	----------------

**ADDRESS**

\_\_\_\_\_

\_\_\_\_\_

**PHONE**

\_\_\_\_\_

**SOCIAL SECURITY NUMBER**

\_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_

*This is to certify that the information I furnished is accurate and truthful to the best of my knowledge and belief. I hereby authorize the Gateway School District to investigate any or all statements I have made with the understanding that any misrepresentation may be considered cause for refusal for approval or elimination of any/all volunteer positions.*

**DATE**

\_\_\_\_\_

**SIGNATURE**

\_\_\_\_\_

GATEWAY SCHOOL DISTRICT

**Non-Discrimination Policy**

Gateway School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, age and handicap in its activities, programs or employment practices as required by Title VI, Title IX, Section 504 and further, with the Pennsylvania Human Relations Act. For information regarding civil rights or grievance procedures, contact the Title IX Coordinator or the Section 504 Coordinator, at 9000 Gateway Campus Boulevard, Monroeville, PA 15146, (412-372-5300). For further information regarding services, activities and facilities that are accessible to and usable by handicapped person, contact the School Board Secretary (412-372-5300).

Note: For any individual who is print impaired, the Non-Discrimination Policy is available in cassette format. If you know of anyone who needs this service contact the School Board Secretary (412-372-5300).

**EDUCATION**

	School/Institution	City/State	Years Attended	Major Area
High School	_____	_____		
Business School	_____	_____	_____	_____
College	_____	_____	_____	_____
Other	_____	_____	_____	_____

**WORK EXPERIENCE** (Current Employment, if applicable)

Position Title \_\_\_\_\_

Employer's Name and Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Does your current employment place any restrictions or limitations on your availability to fulfill the basic requirements of the volunteer?    Yes \_\_\_\_\_    No \_\_\_\_\_

If Yes, explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate the days and hours that you would NOT be available to take part in this activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL DATA**

Have you ever been discharged from employment?    Yes \_\_\_\_\_    No \_\_\_\_\_

If Yes, please explain. \_\_\_\_\_

Are you willing to abide by the School Board policies and administrative regulations of the Gateway School District?    Yes \_\_\_\_\_    No \_\_\_\_\_

## EXPERIENCE IN TEACHING/COACHING

School	Address	Dates	Position Held
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What experiences have you had as a participant in this type of activity or sport? (Include dates, places, organizations or teams)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List experiences in coaching or directing student activities or sports. (Include dates, places, and responsibilities held)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ACADEMIC, PROFESSIONAL OR CHARACTER REFERENCES

	Name	Occupation/Address	Telephone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

*I authorize the Gateway School District to contact all references and employers concerning my qualifications and background except as noted. Please contact me prior to contacting my current employer. Yes \_\_\_\_\_ No \_\_\_\_\_*

*Signature* \_\_\_\_\_

## STATEMENT

Add any statement that may help to clarify any of the answers to the foregoing questions. You may also add anything which you feel might favorably affect consideration of your application.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Gateway School District  
9000 Gateway Campus Boulevard  
Monroeville, PA 15146  
412-373-5713*

## **VOLUNTEERS**

The Board recognizes that community volunteers can make valuable contributions to the District's educational, athletic and extracurricular programs. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures. Board Policy No. 916 – Volunteers establishes policies, guidelines and procedures for all volunteers within the Gateway School District.

The District defines volunteers in three categories; Assistive Volunteers, Independent Volunteers and Volunteer Coaches/Sponsors.

**Assistive Volunteers** shall be approved by the building administrator and shall, prior to approval, submit to the principal's office for review and verification:

1. Application
2. Criminal History Record – Act 34 Clearance (Original)
3. Pennsylvania Child Abuse History – Act 151 Clearance (Original)  
(These records will be maintained in the building for a period of two years.)

**Independent Volunteers and Volunteer Coaches/Sponsors** shall be approved by the Gateway Board of School Directors prior to providing services to the District. The following forms must be submitted to the Personnel Office prior to starting as a volunteer:

1. Application
2. Criminal History Record – Act 34 Clearance (Original), and FBI Clearance (Original)
3. Pennsylvania Child Abuse History – Act 151 Clearance (Original)
4. Tuberculosis test within one year

The cost to procure the criminal history, child abuse reports/clearances and TB test shall be the responsibility of the volunteer candidate, unless a financial hardship can be established by the candidate based upon the same criteria used to determine eligibility for free and reduced lunch status.

All approved independent volunteers and volunteer coaches/sponsors shall be issued a District identification badge which identifies the holder as an approved independent volunteer or volunteer coach/sponsor/chaperone. Independent volunteers and volunteer coaches/sponsors/chaperones will be required to wear and display such identification badges at all times while providing services to the District.

The basic requirement of volunteer services shall be interest in the educational programs, enjoyment in helping children, and a sincere belief that by volunteering a contribution will be made to the learning process.

Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance that is supportive while under the direction of a staff member or District employee. The volunteer position is not a right, but rather a privilege that is conferred by the Board and the Administration. As such, any volunteer position may be eliminated at any time without cause.

Volunteers shall meet any standards that may be established by federal, state or local government, or by the Board or Administration. The volunteer may agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules, regulations, and administrative guidelines governing the conduct of the District's professional employees.

If you have any questions concerning these regulations, please contact the Personnel Office at 412-373-5713 or 412-373-5711.