

~Complete ALL sections~

General Information

Parent/Guardian Name: _____ Gender: Male Female

1. Child's Name _____ Grade _____ Teacher _____

2. Child's Name _____ Grade _____ Teacher _____

Address: _____

Best Method of Contact: Phone _____ Email _____

Do you speak any other languages other than English? *If yes, which one(s):* _____

Primary Mode of Transportation: Private Vehicle Public Transportation Other

Have you ever been convicted of a crime? Yes No

If yes, state when, where, and the nature of such conviction. Conviction of an offense is not automatic bar to volunteering - all circumstances will be considered, including the nature of the crime and the length of time since conviction.

Background Check →

To complete this section in person with Ms. Lindsey James, please make an appointment with her. (See contact info on back page.)

To ensure the safety of Drew Charter School students, faculty, and staff, East Lake residents, staff and volunteers, the East Lake Foundation requests that all volunteers and staff complete a criminal records check. This check does not cover minor violations such as traffic tickets, etc. Any information received will be kept strictly confidential.

Instructions: Please fill out the requested information, read the statement and sign below.

Social Security Number: _____ **Date of Birth:** _____

I hereby authorize the East Lake Foundation to receive any criminal history records information pertaining to me, which may be in the files of any national, state or local criminal justice agency.

Signature: _____ **Date:** _____

Volunteer Information

You will be contacted when your background screening is complete. At this time, you will be asked to sign up for a MANDATORY volunteer training session. You will have the opportunity to sign up for specific volunteer opportunities at this training. These sessions are held at least once per month. In the meantime, please let us know when and where you are interested in volunteering.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Before School Program (6:45am – 7:45am)						(Special Parent Community Events and/or Saturday School)
Daytime Assistance (8:00 pm – 4:00 pm)						
After School Program (3:30 pm – 6:30 pm)						

- Tutoring/Mentoring
- Creative Arts
- Parent/Community Events
- Technology/ Financial Literacy
- Sports/Golf/ Health & Fitness
- Administrative Duties
- Teacher Assistance in Classroom
- Other _____

Teacher/Classroom Preferences: *If you have a preference, indicate it here:* _____

Age Preference: Primary Academy (Kindergarten – 2nd grade) **Type of Activity:** Group Individual
 Elementary Academy (3rd – 5th grade)
 Junior Academy (6th – 8th grade)

Special Skills & Talents: _____

Statement of Responsibility & Understanding

As a volunteer in the East Lake community at Drew Charter School, I pledge to hold in strict confidence all personal & official matters which come to my attention. It is my responsibility to respect & preserve the privacy of those that I come into contact with during my volunteer activities. Furthermore, I hereby give the East Lake Foundation and participating agencies permission to use film, videotape, photographs, and/or quotes made of and by me for lawful promotional or informational purposes.

I hereby agree for myself and my heirs, executors and administrators to release and discharge the East Lake Foundation, its officers, directors, partners, shareholders, employees, agents, volunteers, affiliates, successors and assigns from all claims, demands, actions, costs & expenses for injuries or death sustained to me and damages to my property as a result of my involvement in volunteer activities in the East Lake community. I also attest that (i) my attendance and involvement in such activities is voluntary; (ii) I understand that my participation in such activities may involve inherent risks; (iii) I am participating in such activities at my own risk; (iv) I assume full responsibility for any injuries or damages resulting from my involvement in such activities; and (v) I have read and I understand the foregoing terms and conditions of this release.

I hereby confirm that I have never been convicted of or charged with a violent crime, child abuse or neglect, child pornography, child abduction, kidnapping, rape or any sexual offense, nor have I ever been ordered by a court to receive psychiatric or psychological treatment in connection therewith.

I certify that the facts contained in this application are true and complete to the best of my knowledge, and understand that falsified statements on this application shall be grounds for dismissal. I authorize the investigation of all statements contained herein and the references listed to give any and all pertinent information concerning my employment, personal issues, or other matters, and release all parties from all liability for damage that may result from furnishing this information.

Parent/ Guardian Volunteer's Signature

Date

Please return your completed application to:

**Ms. Lindsey James
Drew Charter School
301 East Lake Boulevard, S.E.
Atlanta, Georgia 30317**

**(404) 687-0001, ext. 2271 (phone)
(404) 687-0480 (fax)
lijames@atlanta.edisonschools.com**