

Volunteer Registration Form

Spencer County Schools will accept adult/parent volunteers into the schools according to the following procedures:

1. All volunteers must complete a Volunteer Registration Form. Names of approved volunteers shall be maintained at the Central Office and forwarded to school Principals.
2. An annual Administrative Office of the Clerk (AOC) records check shall be completed on volunteers who attend school for special occasions such as school parties, who accompany their own children but have no supervisory responsibilities for other children on school trips and/or who visit schools on a regular basis to assist as a volunteer.

A copy of the AOC is sent to the Personnel Assistant in order to keep a current list of volunteers.

3. An initial criminal records check shall be conducted on individuals who have contact with students on a school schedule, approved by the Principal, or who have supervisory responsibility for students. These individuals include parents or volunteers who accompany students on school-related trips/activities and have supervisory duties for students and volunteers who have regular classroom duties working with and tutoring students under the supervision of a certified staff member.

After the initial criminal records check, an AOC check shall be conducted on these volunteers every three (3) years.

4. The Superintendent may also require such a volunteer to provide a letter from the Cabinet for Health and Family Services stating that there are no administrative findings of child abuse or neglect on record.

VOLUNTEER REGISTRATION FORM

Volunteers must complete and submit to the Central Office a Volunteer Registration Form. Copies of this form, along with preaddressed envelopes to the AOC office, shall be maintained at the Central Office.

After completing and submitting the form to the Principal, the volunteer shall be notified by the school if a criminal records check is necessary.

When the AOC records check is returned with clearance, the Central Office will notify the schools and the volunteers.

OTHER VISITORS

Parents, guardians, or other visitors who come to the District schools to observe a classroom, a class program, or a schoolwide program are not subject to AOC checks. These visits require the Principal's approval.

Volunteer Registration Form

Organization: Spencer County Board of Education

Address: 110 Reasor Avenue, Taylorsville, Kentucky 40071

Contact Person: Aly Weiss

E-mail: alycia.weiss@spencer.kyschools.us

Phone Number: 502-477-3250

Fax: 502-477-3259

Administrative Office of the Courts

1001 Vandalay Drive

Frankfort, Kentucky 40601

1-800-928-6381

Social Security: _____

Date of Birth: _____

Full Name: _____

Maiden or Alias Names: _____

Street Address/P.O. Box: _____

City, State, Zip Code: _____

All approved volunteers will be notified by e-mail address or post card.

E-mail _____

Please check the school(s) you wish to volunteer. Thank you.

ELC-Preschool ☐

Hillview Academy ☐

Spencer County Elementary ☐

Spencer County Middle ☐

Taylorsville Elementary ☐

Spencer County High ☐

Mentor ☐

Field Trips ☐

Classroom ☐ School Events ☐

Do you want the school(s) to contact you regarding your schedule of availability?

Yes ☐ No ☐ Phone Number _____

Review/Revised: 4/28/2022