

**PEACE LUTHERAN CHURCH & SCHOOL**  
**VOLUNTEER BACKGROUND CHECK**  
**Acknowledgment Form**

\*Nonemployment Background Check

Date: \_\_\_\_\_ School Year to Provide Volunteer Service: \_\_\_\_\_

In order to ensure the protection of children in the care of Peace Lutheran Church & School, school policy requires, prior to any and all persons providing a volunteer service at the school or for any function conducted by the school; all potential volunteers complete a State of Michigan ICHAT background check. **If ICHAT, the background check is a name check only, through the State of Michigan ICHAT system, and is based on individual identifiers.** Any applicant declining to complete a “Volunteer Background Check” acknowledgment form will not be considered.

POTENTIAL VOLUNTEER INFORMATION

Full Printed Name: _____
Maiden name or other name(s) previously used: _____
DOB: _____ Sex: _____ Eye Color: _____ Hair Color: _____ Race: _____ <small>[mm/dd/yyyy]</small>

HISTORY INFORMATION

<p>1) Have you volunteered at Peace Lutheran Church &amp; School before? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>2) Have you ever pled guilty, or been convicted of a felony in a state or federal court? <input type="checkbox"/> Yes <input type="checkbox"/> No Date and state offense/conviction occurred: _____ If yes, provide a detailed description of the conviction: _____ _____</p>
<p>3) Have you ever pled guilty, or been convicted of a misdemeanor in a state or federal court? <input type="checkbox"/> Yes <input type="checkbox"/> No Date and state offense/misdemeanor occurred: _____ If yes, provide a detailed description of the conviction: _____ _____</p>
<p>4) Are you the subject of a current criminal investigation or have pending charges against you? <input type="checkbox"/> Yes <input type="checkbox"/> No Date and state the investigation is ongoing: _____ If yes, provide a detailed description of the investigation or pending charges: _____ _____</p>

Peace Lutheran Church & School reserves the right to “approve” or “deny” any volunteer service upon review of the background check returned. The determination will be based upon the individual’s fitness to have responsibility for the safety and wellbeing of children. Providing false information, or information contradicting to the background check information, is grounds for immediate volunteer denial.

By affixing your signature to this form you acknowledge your statements are to be true and give full consent to complete the requested background check.

Signature: _____
Date Signed: _____

Please return completed form to:

Peace Lutheran Church & School

6580 24 Mile Road, Shelby Township, MI 48316

586-731-4120

Questions or concerns, please contact:

Kimberly Domerese

Secretary

kdomerese@peaceshelby.org.

OFFICE USE ONLY

\*This form expires July 1<sup>st</sup> following each school year.\*

Approved  Denied  Date Approved/Denied \_\_\_\_\_ Determining Staff Member \_\_\_\_\_

Approved  Denied  Date Approved/Denied \_\_\_\_\_ Determining Staff Member \_\_\_\_\_

**REQUIREMENTS FOR VOLUNTEER DRIVERS**

For added safety for your children, the Board of Education policy effective April 2012 requires all parent drivers who transport children other than their own on field trips and school activities to:

1. Agree to undergo a background check through the **Michigan State Police I-Chat Program**. This check reports all felonies and serious misdemeanors that are punishable by over 93 days as are required to be reported to the state repository by law enforcement agencies, prosecutors, and courts in all 83 Michigan counties.
2. Submit a copy of a valid driver’s license
3. Provide certificate of current automobile liability insurance.

The results of the background check shall remain confidential with the Principal’s office, but offenses which pose safety and liability concerns will exclude the volunteer from transporting Peace students other than one’s child(ren).

**GUIDELINES FOR VOLUNTEERS**

1. **Volunteers who may provide direct supervision, or serve as chaperones on overnight field trips, agree to submit to a criminal background check through Michigan State Police I-Chat Program.**
2. It is highly recommended that volunteers always work with two or more children at a time.
3. Volunteers will model Christian speech and respect for all people.
4. Volunteers must be eighteen years old or older.
5. Volunteers will follow teacher’s directions.
6. Volunteers will be informed of and abide by all appropriate classroom procedures and school policies.
7. Children will address volunteers by the proper titles of respect i.e. “Mr.” “Mrs.” “Miss”.
8. Volunteers will avoid discussing students, parents, or teachers.
9. Volunteers will not be responsible for discipline of students. Concerns should be brought to the attention of the teacher / supervisor.
10. Volunteers will be prompt. If an absence is necessary, volunteers will inform the teacher.
11. Volunteers will adhere to the school’s tobacco free policy.
12. Volunteers will adhere to the school’s alcohol free policy.

By signing this form, I agree to all volunteer requirements and guidelines listed above. I also understand and support Peace Lutheran School’s mission: to equip students for lives of Christian witness, servant leadership, and academic success.

Printed Name of Volunteer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_