

Damar Charter Academy

5125 Decatur Blvd.
Suite D
Indianapolis, IN 46241
(317) 455-2400

Damar Charter Academy Volunteer Application

Date: _____

Legal First Name: _____

Middle Initial: _____

Legal Last Name: _____ (as shown on social security card)

Former/Maiden Name: _____

Gender: M F

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Date of Birth: _____

Student Name (If you have multiple children, please list all your children for which you will volunteer for):

Name: _____

Name: _____

Name: _____

FOR THE PROTECTION OF THE STUDENTS, I AUTHORIZE DAMAR CHARTER ACADEMY TO RETAIN A COPY OF MY LIMITED CRIMINAL HISTORY AND SEX AND VIOLENT OFFENDER REPORTS. I ALSO ATTEST THAT ALL INFORMATION ON THIS FORM AND INFORMATION INCLUDED WITH MY ATTACHED PICTURE ID IS A TRUE REPRESENTATION OF ME. I HAVE READ AND UNDERSTOOD THE POLICY INCLUDED.

YOU MUST ATTACH A LEGIBLE COPY OF A PHOTO ID TO THIS FORM.

SIGNATURE

DATE

Reports must be turned in before the volunteer is able to work in the Damar Charter Academy. The background check is valid for 1 year. Please return this form along with the Indiana State Police Criminal History report to the welcome desk at Damar Charter Academy.

Volunteer Criminal Background Check Policy

Revised September 26, 2013

In an effort to keep our school safe, all volunteers must complete a volunteer application form, obtain a limited criminal background check from the Indiana State Police and be approved as a volunteer prior to volunteering.

Volunteer background checks are to be completed using the State of Indiana Police criminal records database and sex offender database.

When evaluating volunteer criminal background checks if the following charges appear, the volunteer will not be permitted to volunteer in our school. Volunteer criminal background checks are evaluated on charges filed, not the disposition of the charges.

1. Felony charge within the last 10 years;
2. Drug charge (felony or misdemeanor) within the last 10 years;
3. Battery charge within the last 10 years;
4. Child abuse or neglect charge within the last 10 years;
5. Theft charge within the last 7 years (typically always a felony);
6. 2 or more DUI's or alcohol related charges within the last 5 years;
7. Any charge currently pending;
8. Any misrepresentation on the volunteer request;
9. Any other charge not mentioned above, but determined to be a risk to the students.

Volunteer criminal background checks are evaluated and are valid for 1 year. After 1 year the volunteers will be required to complete a new volunteer request form and the status as a volunteer will be considered.

If a volunteer is not permitted to volunteer in our school due to pending charges, at the time the pending charges are resolved, the volunteer's status will be re-evaluated.

For the students' safety, volunteers wishing to attend a field trip must ride with the students on the bus to the field trip site. Volunteers are not permitted to drive separately and join a group of students at the field trip site.

The following are a few examples, not an inclusive list, of when a volunteer criminal background check is required.

1. Attending or assisting with class parties
2. Assisting school staff in the classroom or school building
3. Having lunch at the school building with a student

Volunteer forms are NOT required for:

1. Attending parent/teacher conference
2. Attending open house
3. Attending extra-curricular events as a spectator