

**Instruction**

**Exhibit - Resource Person and Volunteer Information Form and Waiver of Liability**

*Volunteers must complete this form one time each school year. Please print clearly in ink:*

Name \_\_\_\_\_  
Last First Middle Telephone

Address \_\_\_\_\_  
Street City Zip code

Personal physician \_\_\_\_\_ Telephone \_\_\_\_\_

Emergency adult contact \_\_\_\_\_ Telephone \_\_\_\_\_

Are you now or have you ever been a school volunteer?  Yes  No

If yes, at which school? \_\_\_\_\_ Year? \_\_\_\_\_

The name of any child or ward attending this school \_\_\_\_\_

Criminal Conviction Information: Are you a child sex offender?  Yes  No

Have you ever been convicted of a felony?  Yes  No If Yes, list all offenses.

Offense	Date	Location
_____	_____	_____
_____	_____	_____

If requested, are you willing to consent to a criminal history records check?  Yes  No

**Waiver of Liability**

The School District does not provide insurance coverage to non-District personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer’s acknowledgment that they are providing volunteer service at their own risk.

**By your signature below:**

You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer’s unpaid service to the School District.

You agree to assume all risk for death or any loss, injury, illness, or damage of any nature or kind, arising out of the volunteer’s supervised or unsupervised service to the School District. You also agree to waive any and all claims against the School District, or its officers, School Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer’s supervised or unsupervised service to the School District.

**For volunteer coaches only:** I understand that while fulfilling my coaching responsibilities, I am a school official under State law. In accordance with policy 5:90, *Abused and Neglected Child Reporting*, I will report to the Building Principal any unsanctioned or unauthorized act that results in bodily harm to any person. If the act results in death or great bodily harm, I will make a report to law enforcement and promptly notify the Building Principal that a report has been made (720 ILCS 5/12C-50.1, added by P.A. 98-393).

\_\_\_\_\_  
Volunteer name (please print)

\_\_\_\_\_  
Volunteer signature

\_\_\_\_\_  
Date

**To be completed by the Building Administrator**

School Building \_\_\_\_\_

Supervising School Employee \_\_\_\_\_

General description of assignment(s): \_\_\_\_\_

- Supervising students as needed by a teacher
- Supervising students during a regularly scheduled activity
- Assisting with academic programs in the classroom
- Assisting at the resource center or main office
- Assisting with an extracurricular activity
- Parent organization member frequently in the school

Other: \_\_\_\_\_

**Fingerprinting Criteria**

Will the individual be working over a long period of time in direct contact with students?

Yes  No

Will he/she be working with students where no staff member is continuously present?

Yes  No

Will the individual be acting as a chaperone or volunteer for an overnight trip with students?

Yes  No

Will he/she be acting as a volunteer coach for a majority of the season?

Yes  No

Will he/she be placed in situations where a full criminal history records check would be prudent?

Yes  No If "Yes," please explain: \_\_\_\_\_

\_\_\_\_\_

**To be completed by the District Office**

- Illinois Sex Offender Database Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)
- Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)
- Dru Sjodin National Sex Offender Public Website (NSOPW), [www.nsopr.gov](http://www.nsopr.gov)
- Fingerprinting Criminal History Background Check (if applicable)

The above checks were conducted by \_\_\_\_\_ on \_\_\_\_\_.