



East Lansing  
Public Schools

Office of Superintendent • 501 Burcham Drive , East Lansing, MI 48823 • ph 517 333-7463 • fax 517 333-7470

September 23, 2013

Dear Volunteer:

Thank you very much for volunteering in the East Lansing Public School district. We appreciate your time and efforts in supporting the children of our district.

In accordance with the Michigan School Safety Legislation, our Board of Education policy requires that we perform a criminal record check through the Michigan State Police ICHAT System on all volunteers who accompany and supervise students on field trips or who directly volunteer to work with students on a regular and continuous basis.

The attached two-page form needs to be completed for this process. Please print the form, complete, sign and bring it along with a copy of your driver's license to the administrative offices at 501 Burcham Drive.

Again, we thank you for your time in supporting East Lansing Public Schools. Volunteers play a critical role in the success of our district.

Sincerely,

Clifford Seybert  
Superintendent



## Criminal Record Check & History Affidavit for Volunteer Service to the District

**Effective January 1, 2006 the School Safety legislation (PA 129-131 & PA 138) requires all individuals who are employed at a school in Michigan to have a criminal history check conducted. For the protection of the children in our schools, the Board of Education has a policy requiring that we perform a criminal records check through the Michigan State Police ICHAT System on all volunteers. The following information is required in order to obtain this criminal history:**

**Print Name:**                      First                                      Middle                                      Last

Other/Former Names: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_  Male  
 Female

Driver's License Number: \_\_\_\_\_

Volunteer Assignment: \_\_\_\_\_

Building/Department: \_\_\_\_\_ Length of Service \_\_\_\_\_

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**Also, please complete the following:**

*Please Note: Incidents from 10 - 30 years ago may print on the report.*

**I have not** been convicted of or pled guilty or nolo contendere (no contest) to any crimes (misdemeanors or felonies).

**I have** been convicted of or pled guilty or nolo contendere (no contest) to the following crimes. If necessary, use separate sheet to explain nature of conviction, date and court).

\_\_\_\_\_  
\_\_\_\_\_

The following charges are **pending** against me. (If necessary, use separate sheet to explain nature of conviction, date and court.)

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of any of the following crimes: criminal sexual conduct in any degree, assault with intent to commit criminal sexual conduct in any degree, felonious assault on a child, child abuse in any degree, attempt to commit child abuse in any degree, cruelty, torture or indecent exposure involving a child?

No  Yes - Explain below:

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Have you ever been convicted of delivering or distributing controlled substances to a minor or to a student on or within 500 feet of school property or of possessing controlled substances on school property in violation of section 7410 of the public health code?

No  Yes - Explain below:

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**AUTHORIZATION & RELEASE:** I understand and agree that:

I will abide by all Board policies and administrative guidelines while on duty for East Lansing Public Schools, including the Tobacco-Free Schools Act prohibiting the use of tobacco products at all times in all buildings and grounds.

I realize that as a volunteer I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers' compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I understand that volunteers in private cars sometimes provide transportation for field trips and extra curricular activities. The District provides liability coverage for employees but no insurance or liability coverage for the ownership, maintenance, operational expenses, or any injury or damages to people or property that may occur in any manner from the use of non-school vehicles. Drivers under the age of 18 cannot serve as volunteer drivers for school related functions.

I further understand that Michigan law prohibits a school district from employing or allowing to serve as a volunteer, in any capacity, a person convicted of a listed offense. "Listed offenses", as well as other information on this legislation, may be found at the following website: [www.michigan.gov](http://www.michigan.gov). In addition, the law further requires school district to dismiss any employee or volunteer who is listed on the sex offenders' registry. If you have been convicted of a felony other than a listed offense or an offense which requires your name to be listed on the sex offenders' registry, you will be dismissed immediately.

I further release East Lansing Public Schools, its Board of Education, individual Board of Education members, employees and agents, and the entities to which the criminal history record information is released, to the maximum extent permitted by law. Also from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

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*Signature of Volunteer*

*Date*