



Dear Volunteer Coach,

Thank you for your commitment to Mesa Public Schools students. We hope you enjoy the time you spend with us. With your enrichment, our schools can maximize our promise that every student is known by name and strength and need, and graduates ready for college, career and community.

Volunteer coaches are required to complete the attached forms before being assigned to a volunteer position. It is important that each volunteer understands and agrees to our volunteer guidelines. If you have any questions about these guidelines, please contact (480) 472-0434.

In accordance with Arizona Revised Statute (A.R.S.) 15-512, volunteers who are not a parent or legal guardian of a child in the school where they will be volunteering, and volunteer coaches, must be fingerprinted or provide a fingerprint clearance card that has been issued by the Arizona Department of Public Safety within the last year.

Fingerprinting services are offered by appointment only. Please call (480) 472-0434 or email [lrdonovan@mpsaz.org](mailto:lrdonovan@mpsaz.org) to schedule your appointment. A state-issued ID is required at the time of fingerprinting.

### **Mesa Public Schools Volunteer Guidelines**

- Volunteers work under the direct supervision of district staff and may be dismissed from their duties at any time.
- Volunteers shall inform the school or district staff of student behavior and may not discipline a student.
- Volunteers must keep all information regarding students and staff confidential and may not probe into the family/private matters of others.
- All school district personnel are required by law to report suspected child abuse. Failure to report is a crime. This applies to all employees and volunteers when acting in the scope of their work with Mesa Public Schools. A report can be made by calling the Department of Child Safety at 1(888) SOS-CHILD or 1(888) 767-2445 and/or local law enforcement. Child abuse must be reported immediately, never delay a report until the following day.
- Volunteers may never dismiss a student from school, take a student off campus, or walk/drive a student home.
- Volunteers may not telephone students or visit them at their home. Volunteers may not make arrangements to meet students off campus, nor may students be invited to the volunteer's home.
- Volunteers should dress appropriately for their role.
- Volunteers should use a staff restroom not a student restroom.
- The district does not carry health and accident insurance or Workers' Compensation for volunteers.

## Notice to Volunteer

This is to advise you that Mesa Public Schools may obtain a consumer report concerning you for purposes of evaluating your suitability as a school volunteer. Unless you are otherwise notified us in writing, the district will limit its request for consumer information to criminal history.

This notice is provided pursuant to the Federal Fair Credit Reporting Act, which gives you specific rights in dealing with consumer reporting agencies and users of consumer reports. You may request a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" from the District. This request should be in writing and sent to Human Resources, 63 E. Main Street, #101, Mesa, AZ 85201.

By signing below, I authorize Mesa Public Schools to procure a consumer report in accordance with the above.

## Volunteer Policy Awareness

As a volunteer of Mesa Public Schools, I understand and agree that I must comply with the school district policies and regulations that govern my conduct while performing volunteer duties.

I have received a copy of the volunteer policies for Mesa Public Schools. I acknowledge and agree to review and comply with the volunteer policies. If I have any questions regarding these or any other policies or regulation, I will contact an administrator employee who is my supervisor.

## Applicant Notification and Record Change

Your fingerprints will be used to check the criminal history records of the FBI.

If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. You should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or any other benefit based on information in the criminal history record.

The procedures for obtaining a change, correction, or updating of your FBI criminal history record are set forth in the Title 28, Code of Federal Regulations (C.F.R.), Section 16.30 through 16.34. Information on how to review and challenge your FBI criminal history record can be found at [www.fbi.gov](http://www.fbi.gov) under Criminal History Summary Checks or by calling (304) 625-3878.

To obtain a copy of your Arizona criminal history in order to review/update/correct the record, you can contact the Arizona Department of Public Safety Criminal History Records Unit at (602) 223-2222 to obtain a fingerprint card and a Review and Challenge packet. Information on the review and challenge process can be found on the DPS website at [www.dps.gov](http://www.dps.gov).

## Acknowledgement and Agreement

By signing below, I agree to all of the terms above.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# CRIMINAL ACTIVITY REPORT

Because of the responsibility Mesa Public Schools has to its school children and community, the following information is needed from all applicants and volunteers. A record of arrest or conviction does not prohibit volunteering; however, failure to complete this form accurately and completely may mean disqualification from consideration for volunteering or may be cause for dismissal from volunteering. Failure to disclose all information may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions and arrests that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Assistant Superintendent of Human Resources. Please read carefully and answer every question. **All applicants who are offered employment will be fingerprinted at time of hire.**

1. Name \_\_\_\_\_

Other names used \_\_\_\_\_

Answer these questions truthfully even if the condition was ultimately expunged, reversed or otherwise set aside. If any of the boxes are marked "YES," fill in the information below and attach a letter of explanation.

- 2. Have you ever been convicted\* of any misdemeanor offenses(s) other than traffic violation(s)?  Yes  No
- 3. Have you ever been convicted\* of a DUI offense?  Yes  No
- 4. Have you ever been convicted\* of a felony?  Yes  No
- 5. Have you ever been convicted\* of a sex or drug related offense?  Yes  No
- 6. Have you ever been convicted\* of a dangerous crime against children as defined in A.R.S. 13.604.01? \*\*  Yes  No
- 7. Have you ever been arrested for any offense which has not yet been resolved?  Yes  No

## CONVICTION INFORMATION

1. CONVICTION CHARGE		DATE OF CONVICTION	COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM
FACTUAL DETAILS OR OTHER REMARKS		LENGTH AND TERMS OF PROBATION	
2. CONVICTION CHARGE		DATE OF CONVICTION	COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	
FACTUAL DETAILS OR OTHER REMARKS		LENGTH AND TERMS OF PROBATION	

**\*CONVICTION** is defined as any time you were found guilty of an offense and:

- Forfeited a bond;
- Served a term of probation;
- Paid a fine;
- Received a "suspended" sentence;
- Conviction was expunged or set aside;
- Served time in city or county jail;
- Received a "deferred" sentence;
- Served time in prison; and/or
- Plea de nolo contendere.

\*\*A.R.S. 13.3716 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined in A.R.S. 13.604.01 as second-degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse, if any of these crimes are committed against a minor under 15 years of age.

Under penalty of criminal prosecution and dismissal, I hereby certify that the information presented in this application is true, accurate and complete. I understand and agree that misrepresentation or omission of relevant facts would be good cause for rejection of my application or, if I have been employed, for immediate termination of my employment.

I understand that, if I am considered for an offer of employment, the Mesa Public Schools District will conduct a background investigation for the District to determine my eligibility, qualifications and suitability for employment. I hereby give my consent for any employer or educational institution to release any information requested for this background investigation. Also, I waive any rights I have under state or federal law to review or obtain a copy of such information. I understand that my employment is not finalized until the background investigation has been completed.

I release, hold harmless and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee of either, that in good faith furnishes written or oral references requested by the District to complete its background investigation. A photocopy of this form that shows my signature shall be valid as an original. Furthermore, I understand that I have no right of access to any materials submitted and information gathered by the District during the application process and that such materials and information are considered the sole property of Mesa Public Schools.

**X**  
\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**FINGERPRINT REQUIREMENT:** In accordance with A.R.S. 15-512, all school districts in Arizona are required to fingerprint all support staff and volunteers. Failure to cooperate with the mandated fingerprinting will result in the individual not being able to volunteer.

Mesa Public Schools  
Certification in Accordance with A.R.S. 15-512

Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_

\_\_\_\_\_ (Check if this statement is true.) 1. I am not awaiting trial on and I have never been convicted of or admitted in open court committing any of the criminal offenses listed in Statement 2 below.

\_\_\_\_\_ (Check if this statement is true.) 2. I am awaiting trial on or I have been convicted of or admitted in open court committing the criminal offenses in this state or similar offenses in another jurisdiction which are checked below.

- |  |  |
|--|--|
| _____ Sexual abuse of a minor  | _____ Aggravated or armed robbery  |
| _____ First- or Second-Degree murder   | _____ Robbery  |
| _____ Incest   | _____ Child abuse  |
| _____ Kidnapping   | _____ Sexual conduct with a minor  |
| _____ Arson  | _____ Molestation of a child   |
| _____ Sexual assault   | _____ Voluntary manslaughter   |
| _____ Felony offenses involving contribution to the delinquency of a minor   | _____ Exploitation of minors involving drug offenses                                       |
| _____ Sexual exploitation of a minor   | _____ Aggravated assault   |
| _____ Commercial sexual exploitation of a minor  | _____ Assault  |
| _____ Felony offenses involving the possession of use of marijuana, dangerous drugs, or narcotic drugs   | _____ A dangerous crime against children as defined in A.R.S. 13-604.01                    |
| _____ Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute, marijuana, dangerous or narcotic drugs | _____ Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs |
| _____ Burglary in the first-, second-, or third degree   |  |

**APPLICANT NOTIFICATION & RECORD CHALLENGE**

Officials at the governmental institutions and other entities authorized to submit fingerprints and receive FBI identification records under this authority must provide written notification to the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. The officials making the determination of suitability for licensing or employment shall provide the applicants the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. These officials also must advise the applicants that procedures for obtaining a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., 16.34. Officials making such determination should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so. (Title 42, U.S.C., 14626, Article IV (c); Title 28, C.F.R., 50.12 (b); Title 5, U.S.C., 552a(e)(3))

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE. I UNDERSTAND THAT SUBMITTING INFORMATION INCONSISTENT WITH THAT RECEIVED FROM THE FINGERPRINT CHECK MAY RESULT IN TERMINATION.

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

The above-named, known to me or having provided proper identification, signed this document before me the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ in Maricopa County, Arizona.

Notary Public \_\_\_\_\_ Commission Expires \_\_\_\_\_