

Heritage Academy

Parent Volunteer Profile Form

606 Ridgeway Avenue, Columbia, MO 65203 | Phone: (573) 449-2252 | Fax: (573) 875-1175

Parent Name: _____ Home Phone: _____

Address: _____

Work Phone: _____ Cell Phone: _____

Name of person to contact in the event of an emergency: _____

Relationship to you: _____ Daytime Phone No: _____

Please identify the specific area in which you are anticipate volunteering:

OR Please indicate by a check mark which category (ies) you prefer to volunteer in as Heritage Academy seeks to match you with a need:

___ Classroom Volunteer - subject(s) &/or grade level(s) preferred _____

___ Office support ___ Lunch Room Monitor ___ Door Monitor ___ Research* ___ Yearbook

___ Study Hall Monitor ___ Class Sponsor ___ Club Leader ___ Errands*

___ Special Events (Decorator, coordinator, set-up crew, or clean-up crew – please underline preference)

___ Clerical Support, please list skills _____

___ Technology Support*, please list skills _____

___ Other, please list suggestions _____

*Volunteering in this role will not require you to complete a Criminal Background Check

Volunteer Confidentiality Agreement: I recognize that, by volunteering at Heritage Academy, I may gain access to information that may be considered confidential related to students, families, employees or the operation of the school. I agree that I will not use or disclose such information to other persons during my participation in a Heritage volunteer position or subsequent to it.

Agreement to Criminal Background Check: As a matter of protocol, Heritage Academy requires all parents, teachers, alumni, and other volunteers who have accept a formal supervisory or support role which has been established by the school and will involve direct interaction with students to complete and submit a completed Criminal Background Check authorization form to the school office before stepping into the assigned role. Heritage Academy will pay the processing fee the state requires to process Criminal Background Checks. **Note: If you are a teacher already employed by Heritage Academy, it is not necessary to submit another Criminal Background Check.**

Volunteer Affirmation: I have read and understand Heritage Academy's Volunteer Confidentiality Agreement and agree to abide by it.

Signature

Date