

2021-22 Volunteer Application
River Grove: A Marine Area Community School

PO Box 178 • 14189 Ostlund Trail North • Marine on St Croix, MN 55047
info@marineareaschool.org • www.marineareaschool.org

Office Use
<input type="checkbox"/> \$21.00 fee received _____
<input type="checkbox"/> Processed
<input type="checkbox"/> Volunteer orientation completed on _____

Dear School Volunteer:

Thank you for your interest in volunteering! To protect the safety and welfare of children, River Grove conducts background checks on all volunteers that have any contact with our students. The checks are valid for three years. We appreciate your understanding and cooperation in this important matter.

Volunteer Expectations

- **Dependability:** Children and staff look forward to the volunteer's commitment to report at the expected time.
- **Confidentiality:** The volunteer must respect the confidentiality of sensitive information. Children and their families should not be discussed outside the program or school environment.
- **Communication:** The volunteer's success depends on effective communication. Please ask questions and follow directions.

Directions for Completing Volunteer Forms

1. Fill out the "Volunteer Application" form and "Volunteer Combined Disclosure Notice and Authorization." Incomplete applications cannot be processed.
2. Return your application to the school office. All information is kept confidential. The McDowell Agency charges \$21 per person. Please make your check to MACS.
3. Please check back with the office to confirm you have been cleared to volunteer. The approval process may take a week or more.
4. If there is a concern with the results reported from the background check, you will be contacted.
5. Please check in and record your volunteer hours in the online [Volunteer Time Tracker](#) form
6. Approved background checks last for 3 years.

PLEASE PRINT LEGIBLY:

Volunteer's Name (First, Middle, Last)

Full Address (Include City, State, Zip)

Home Phone

Cell Phone (Text messages ok? Yes No)

Email

What is your relationship to River Grove? If you have students at the school, what grades are they in?

EMERGENCY CONTACT INFORMATION FOR VOLUNTEER:

Individual's Name & Relationship

Full Address (Include City, State, Zip)

Home Phone

Cell Phone (Text messages ok? Yes No)

Email

Please check in and out of the main office and record your volunteer hours in the online Volunteer Time Tracker:
www.marineareaschool.org/studentfamily-info/volunteer-hour-tracker/

