

VOLUNTEER PROCEDURES

Please complete the Volunteer Form. The form must be notarized and returned to Human Resources either by the school or you directly.

As a volunteer you must certify that you do not have a negative background. In signing the form, you are stating that you have not been convicted of a misdemeanor or a felony, including a DUI and/or a crime involving moral turpitude. In addition, when Human Resources receives the form, they will check the NM Sex Offender Registry (through DPS) to make sure that your name does not appear.

Requiring **ONLY** the completion of the Volunteer Form:

- Classroom volunteers – parents who volunteer on a regular basis
- Local Field Trip volunteers

Requiring fingerprint cards and complete background check:

- ALL coaches, volunteer or paid (must have apply for coaching license through PED)
- Anyone volunteering for an overnight field trip
- ALL students from Universities that are both observing in the classroom and who are Student Teaching.

If you have any questions, please contact

Jan Cook – Human Resources
896-0667 x192
jcook@rrdo.rrps.k12.nm.us

OR

Traci Kasten – Human Resources
896-0667 x190
tkasten@rrdo.rrps.k12.nm.us

VOLUNTEER FORM

RIO RANCHO PUBLIC SCHOOLS

DEMOGRAPHIC INFORMATION:

Name: _____ Phone No. (home) _____
(other) _____

Addresses:
(Home) _____
(Employment) _____

I wish to volunteer at the following school(s): _____

Beginning Date: _____ End of Availability: _____

I understand that when I am a volunteer I will be subject to all RRPS policies and under the direction of RRPS personnel.

EMERGENCY CONTACT INFORMATION:

Emergency Contact Person: _____

Phone Number 1: _____

Phone Number 2: _____

CERTIFICATION OF CLEAR BACKGROUND CHECK:

I hereby certify that I have never been convicted of a misdemeanor or felony, including a DUI or a crime involving moral turpitude. In addition, I certify that I am not a registered sex offender with any state, including the State of New Mexico.

Printed Name

Date

Signature

SUBSCRIBED AND SWORN TO before me this ___ day of _____, 200_, by

_____.

NOTARY PUBLIC

My Commission Expires:

RRPS Authorized Signature

Date of NM Sex Offender Registry Checked

Date