

August, 2016

Volunteers...we need you! Howard Lake-Waverly-Winsted School District requires background checks on all school volunteers. Included in this packet are three forms. The form below indicates your interest to volunteer in our schools and shares a few of the many opportunities available to volunteer. The second form is the background check form. And the last form is the Volunteer Waiver form. All forms must be completed and returned in order to volunteer. The forms should be returned to your child's school as soon as possible. Please note there is no cost involved to complete the background check. Allow 5 to 10 business days for processing. Any questions or concerns can be directed to me or any of the building principals. Thank you for taking the time to give our students and staff a valuable resource – yourself.

Pam Henry-Neaton  
HLWW Adult Volunteer/Youth Service Coordinator  
320-543-4680

**I would like to be a Howard Lake-Waverly-Winsted Volunteer.**

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

**These are my volunteer interests:**

- I can help in the classroom. Days of the week: M – T – W – TH – F (circle all that apply)  
Morning – Afternoon (circle one or both)
- I can help with office type activities (copying, filing, etc.).
- I can help with at-home projects.
- I am interested in being on a district committee or group (fundraising, P.I.E., etc.).
- I am interested in helping with school activities, book fairs, spring carnival or special events (circle all that apply).

**My child(ren) attends the following school(s).**

- Humphrey Elementary, Waverly
- High School, Howard Lake
- Middle School, Howard Lake
- Winsted Elementary, Winsted

Child's Name	Grade	Teacher

*Signature – By signing this form, I am verifying that I have reviewed all the required documents (BBP info, Waiver statement, Bullying policy, volunteer training slide show) and that I agree to abide by the expectations set forth by HLWW Public Schools for the services of a volunteer.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**For Office Use Only - - Building staff should return completed form to Pam Henry-Neaton at Humphrey Elementary.**

Initials \_\_\_\_\_ Pam Henry-Neaton

Processed