

THOMAS
MACLAREN
SCHOOL

2017-2018 VOLUNTEER INTEREST & OPPORTUNITY FORM

Vision: Promote and encourage sustainable volunteerism at Thomas MacLaren School that serves the needs of the community, while concurrently rewarding the volunteer with a rich, satisfying experience.

Mission: Offer multiple volunteer opportunities to individuals committed to the advancement and success of Thomas MacLaren School while encouraging volunteers to share skills, interests, and ideas for the benefit of the entire school community.

Name _____

Date _____

Home Phone _____

Cell Phone _____

*E-mail: _____

*Email will be used for communication and will NOT be shared without permission.

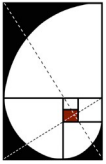
What I would like to do? (as many as you are interested in):

- | | |
|--|---|
| <p><input type="checkbox"/> 7th HOUR TUTORIAL MONITOR Your precious hour of overseeing students frees up faculty to meet with students. Monday through Thursday from 2:40-3:30 p.m.</p> <p><input type="checkbox"/> TRAFFIC DUTY (daily opportunity) We need adult volunteers who can give 20 minutes during the student drop-off and pick-up times. We provide the sporty, safety jacket. 7:25-7:45 a.m. or 3:30-3:50 p.m. (Fridays at 2:40 p.m.)</p> <p><input type="checkbox"/> CLUBS AND ATHLETICS (various times throughout year.) Lead, co-lead, or assist the operation of clubs and/or athletic teams. Coaches/Assistant Coaches are encouraged to apply. Please list club or sport below under enrichment skills.</p> <p><input type="checkbox"/> TEXTBOOK REPAIR (various times) Assist the team of book repairers as they keep our textbooks in tip-top shape! Training is provided, and work can be done from the school or home!</p> <p><input type="checkbox"/> FACULTY AND STAFF APPRECIATION Opportunities include the monthly Faculty and Staff Appreciation meal, the Birthday Brigade, and the weekly Chocolate and Coffee Creamer team!</p> <p><input type="checkbox"/> MACLAREN MERCHANDISE SALES AND DISTRIBUTION (various times) Assist in the sales and distribution of various spirit wear items.</p> <p><input type="checkbox"/> BUILDING AND GROUNDS MAINTENANCE (Year-round)</p> | <p><input type="checkbox"/> MIDDAY MONITORS (daily opportunity) Monitor lunch recess for approximately 30 minutes so that students can enjoy a fun, safe recess.</p> <p><input type="checkbox"/> USED UNIFORM SALE (1x/year – typically summer) Sort, clean, and organize clothing and help operate the sale. Time commitment varies depending upon your availability.</p> <p><input type="checkbox"/> FRONT DESK VOLUNTEER (Year-round) We need cheerful people to staff the front desk. One to two hour commitment and training provided.</p> <p><input type="checkbox"/> HEALTH SCREENING (1-2 days per year). Assist with hearing and vision screening. Time commitment is generally from 8:30 a.m.-3:00 p.m. on the day of the screening, but can be split among multiple volunteers as needed.</p> <p><input type="checkbox"/> BOXTOPS FOR EDUCATION (2 times per year) Organize and submit box tops from the comfort of your home. Two hour commitment.</p> <p><input type="checkbox"/> 1-ON-1 TUTOR Work with a student in a specific subject area.</p> <p><input type="checkbox"/> CLASS PARENT Coordinate and host events for your child's class.</p> <p><input type="checkbox"/> FIELD TRIP MONITOR Assist when students take a field trip.</p> |
|--|---|

Apply to Volunteer: All those interested in volunteering must submit a completed Volunteer Application Packet (found on our website) to the MacLaren Front Desk. You will be contacted once your application has been processed. As a volunteer applicant, it is required that you read the Volunteer Handbook and Volunteer Policy manuals, which are found on the school website.

Please Sign in and Out at the Front Desk. As always, in an effort to keep students and staff safe, always sign in at the front desk and obtain a Volunteer Badge.

LOGGING HOURS. Please help us track all the hours that you donate to the school by logging online at our website under the Parent tab > Volunteer Information. Don't be shy! We need to know how many hours you donate – it helps us when we apply for grants asking for free money.



Completed by Volunteer Coordinator: Tier: _____

Interest Areas (Please check all interested in)

- | | | |
|--|---|--|
| <input type="checkbox"/> 7th Hour Tutorial Monitor | <input type="checkbox"/> Club Leader/Co-leader | <input type="checkbox"/> Coach/Assistant Coach |
| <input type="checkbox"/> Textbook Repair | <input type="checkbox"/> Health Screenings | <input type="checkbox"/> Front Desk Volunteer |
| <input type="checkbox"/> Traffic Duty | <input type="checkbox"/> Faculty/Staff Appreciation | <input type="checkbox"/> 1-on-1 Tutor |
| <input type="checkbox"/> Midday Monitors | <input type="checkbox"/> Used Uniform Sale | <input type="checkbox"/> MacMerch Sales |
| <input type="checkbox"/> BoxTops for Education | <input type="checkbox"/> Building & Grounds | |

First Name Middle Name Last Name Previously Used Names/Suffix

Birth Date Social Security Number

Contact Information:

Email Address Home Phone / Landline Cell Phone

Street City State Zip Code

Emergency Contact Name Relationship Best Phone Number

****List all addresses for the past 7 years.**

Street City State Zip Code

Street City State Zip Code

Street City State Zip Code

Personal References

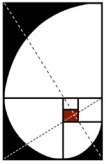
Name/Relationship Email Best Phone Number

Name/Relationship Email Best Phone Number

By signing this form I agree to follow the guidelines for volunteers in the MacLaren School Volunteer Handbook. I also consent to a background check by staff at Thomas MacLaren School. I acknowledge that my term of service is for one school year, except for coaches, whose term of service is one season.

Signature

Date



**DISCLOSURE & AUTHORIZATION FORM
TO OBTAIN CONSUMER REPORTS FOR
VOLUNTEER PURPOSES**

Please Read Carefully Before Signing the Authorization

DISCLOSURE

In considering your application for volunteer service, Thomas MacLaren School (“the Company”) may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

For explanation purposes:

❖ a “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making a volunteer service-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and

❖ an “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for volunteer services purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize the Company to obtain and rely upon consumer reports or investigative consumer reports in considering me for volunteer service. By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in the volunteer service decision about me.

I **DO** _____ **DO NOT** _____ authorize **IntelliCorp Records, Inc.** to contact my current employer for Employment and Reference Verifications.

(This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the Company.

Applicant Signature

Date

DISCLOSURE & AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS FOR VOLUNTEER PURPOSES

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Personal Data

Last Name: _____ First Name: _____ Middle Name: _____

Current Address: _____ Dates Lived Here: _____

Date of Birth: _____ Driver License # and State: _____ Social Security #: _____

Other Names Used (including maiden name): _____

Years Other Names Used: _____

Addresses for the Past Seven Years: (include street, city, state, zip code)

Dates of Residence:

Email Address (may be used for official correspondence): _____

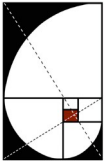
I have the right to make a request to IntelliCorp Records, Inc, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which IntelliCorp Records, Inc has previously furnished within the two year period preceding my request.

I certify that all elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of volunteer services and my discharge after volunteer assignment.

Applicant Printed Name: _____

Applicant Signature: _____

Date: _____



A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

Para informacion en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W, Washington, DC 20552.**

❖ **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

❖ **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- ❖ a person has taken adverse action against you because of information in your credit report;
- ❖ you are the victim of identity theft and place a fraud alert in your file;
- ❖ your file contains inaccurate information as a result of fraud;
- ❖ you are on public assistance;
- ❖ you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

❖ **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

❖ **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

❖ **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

❖ **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

❖ **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need, usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

❖ **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

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❖ **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT. (1-888-567-8688).

❖ **You may seek damages from violators.** If a consumer reporting agency, or in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

❖ **Identity theft victims and active military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates. 1.b. Such affiliates that are not banks savings associations, or credit unions also should list, in addition to the CPPB:	1.a. Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552 1.b. Federal Trade Commission: Consumer Response Center—FCRA, Washington, DC 20580, (877) 382-4357
To the extent not included in item 1 above: 2.a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks 2.b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act 2.c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations 2.d. Federal Credit Unions	2.a. Office of the Comptroller of the Currency Customer Assistance Group, 1301 McKinney Street, Suite 3450, Houston, TX, 77010-9050 2.b. Federal Reserve Consumer Help Center, PO Box 1200, Minneapolis, MN 55480 2.c. FDIC Consumer Response Center, 1100 Walnut Street, Box # 11, Kansas City, MO 64106 2.d. National Credit Union Administration, Office of Consumer Protection (OCP), Division of Consumer Compliance and Outreach (DCCO), 1775 Duke Street, Alexandria, VA 22314
3. Air Carriers	Asst. General Counsel for Aviation Enforcement & Proceedings, Aviation Consumer Protection Division, Department of Transportation, 1200 New Jersey Avenue, SE, Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board, Department of Transportation, 395 E Street, SW, Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area Supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access, United States Small Business Administration, 409 Third Street, SW, 8th Floor, Washington, DC 20549
7. Brokers and Dealers	Securities and Exchange Commission, 100 F Street, NE, Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Protection Credit Associations	Farm Credit Administration, 1501 Farm Credit Drive, McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates OR Federal Trade Commission: Consumer Response Center—FCRA, Washington, DC 20580 (877) 382-4357