



## Cadillac Area Public Schools Volunteer Application and Agreement

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Birthdate \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Activity volunteering for (Please check all that apply)

- Field Trip    School Improvement    Tutor    Mentor    Library  
 Lunch with Child  
 Other (Explain) \_\_\_\_\_

Have you volunteered in the past?  Yes  No

In what area? \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

I agree to abide by all rules and regulations set forth by Cadillac Area Public Schools as they relate to the position I am volunteering. I hereby release and hold harmless Cadillac Area Public Schools and the Cadillac Community Schools Program from any and all claims by myself, my family or agent which may arise from performance of the duties I am volunteering for and also while traveling to and from said duties. I authorize the Cadillac Area Public Schools to investigate my background as is determined necessary for the particular activity that I am volunteering. (Personal financial records, bank accounts, credit status, etc. will not be investigated.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Please return to:

- |   |   |
|---|---|
| <input type="checkbox"/> Forest View Elementary       | 7840 S 25 Rd, Boon, MI 49618              |
| <input type="checkbox"/> Franklin Elementary          | 505 Lester St, Cadillac, MI 49601         |
| <input type="checkbox"/> Kenwood Elementary           | 1700 Chestnut St, Cadillac, MI 49601      |
| <input type="checkbox"/> Lincoln Elementary           | 125 Ayers St, Cadillac, MI 49601          |
| <input type="checkbox"/> Mackinaw Trail Middle School | 8401 S Mackinaw Trail, Cadillac, MI 49601 |
| <input type="checkbox"/> Cadillac Junior High School  | 500 Chestnut St, Cadillac, MI 49601       |
| <input type="checkbox"/> Cadillac High School         | 400 Linden St, Cadillac, MI 49601         |
| <input type="checkbox"/> Cooley High School           | 1 221 Granite St, Cadillac, MI 49601      |



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**CADILLAC AREA PUBLIC SCHOOLS**

OFFICE OF SUPERINTENDENT

421 S. MITCHELL STREET

CADILLAC, MICHIGAN 49601-2571

PHONE (231) 876-5000

FAX (231) 876-5021

**TO: Parents of Cadillac Area Public Schools Students**  
**FROM: Cadillac Area Public Schools Board of Education**  
**DATE: January 14, 2014**  
**RE: Volunteer Form requirement**

Dear Parent or Guardian,

To improve school security CAPS is adopting a procedure that will require all parents/grandparents/guardians/or emergency contact, of Cadillac Area Public Schools students who wish to volunteer at school or visit at lunch times during school hours to complete a volunteer agreement that will be kept on file. This form will make it possible to visit during designated school lunch times and volunteer at school events. You may request the volunteer agreement at any Cadillac Area School building or CAPS Central Office.

Cadillac Area Public Schools strives to maintain a secure environment for all Cadillac Area Public Schools students and staff. We appreciate your cooperation and understanding as you provide the proper paperwork that will make it possible for you to spend time at school during the school day.

Sincerely,

A handwritten signature in cursive script that reads 'Joann M. Spry'.

Joann M. Spry  
Superintendent