

## Temecula Preparatory School Volunteer Application

Thank you for taking the time to complete this volunteer application. Temecula Preparatory School encourages parents and the community to be involved in the support of our school's classical education. As we grow, the need for volunteers increases. Everyone's talents are different and considered an asset to TPS. Please share your talent and time where it is needed and you will see the rewards in the children, the school and yourself. The purpose of this application and the various clearances is to ensure the safety of our students, staff and parents.

### Contact Information

Name:

Date of Birth:

Address:

Home Phone:

Cell/Other Phone:

**Email:**

Student's Name(s):

Grade/Teacher:

1. Have you ever been convicted of a misdemeanor or a felony?  Yes  No  
If yes, please explain:
2. Do you presently use any drugs illegally?  Yes  No
3. Are you now or have you ever been required to register as a sexual or narcotic registrant in any state?  Yes  No
4. For those volunteers who will be working on campus, do you agree to complete all required fingerprint/background/health checks and clearances?  Yes  No
5. Do you agree to respect the confidential nature of student information, as well as personal contacts with faculty and staff?  Yes  No

As a TPS Volunteer, I understand that I will be required to abide by all the rules and regulations of Temecula Preparatory School. I hereby affirm the information submitted above is current, correct and complete to the best of my knowledge and belief, and is furnished in good faith.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## VOLUNTEER CONFIDENTIALITY AGREEMENT

As a parent volunteer, I understand that I may have access to various types of confidential and restricted information in the course of my work as a volunteer. Examples are: student personal information such as social security numbers, addresses and phone numbers; student academic records such as grades, class schedules, academic transcripts and standings; employee information such as addresses and phone numbers. This information may be contained on a hard copy (paper), electronically (computer program or email), or verbally (via phone, face-to-face or overheard conversation).

It is my responsibility to safeguard any and all confidential information and to ensure that it is used appropriately.

I will not:

1. Use any confidential information for my own personal benefit.
2. Copy any confidential information for my own personal benefit.
3. Provide access to any confidential information to others who are not authorized by TPS to receive such information.
4. Remove, or permit the removal of, any materials containing confidential information from the TPS premises except in permitted activities and only with written approval of the Headmaster/mistress or designee.

Upon request from the Headmaster/mistress or designee, I will return and relinquish all copies, original and/or duplicate, of any materials containing confidential information.

This agreement is made effective: \_\_\_\_\_  
Date

By and between Temecula Preparatory School and \_\_\_\_\_  
Printed Name

Signature: \_\_\_\_\_

Home Address:

City/State where signed:

*\*All volunteers must be approved by TPS Board of Directors. You will be notified when your application is approved and can set up a time to have your picture taken. All on-campus volunteers will be issued a badge that must be worn while on campus.*