



Office Use Only:

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PSOR --

OTIS --

Dear Volunteer,

Thank you for your interest in volunteering at Godwin Heights Public Schools. The contribution of your valuable time is a special gift. You are contributing to the Board of Education's top goal of student achievement. **Please complete and return this form to the office no later than TEN (10) days before volunteering.**

The safety of students, staff, volunteers, and guests in our buildings is a top priority of Godwin Heights Public Schools. All GHPS employees and volunteers are required to undergo a criminal background check using the I-Chat (Michigan State Police) system. All information gathered through the background check will be kept confidential. This form must be completed **annually** before volunteers are able to work with our students.

**Please complete the following:**

Volunteer Name: \_\_\_\_\_  
(Last) (First) (Middle)

Driver's License/State ID Number: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M | F Phone Number: \_\_\_\_\_  
(month) (day) (year)

Home Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ School: North | West | Middle | HS

Ethnicity: African American | Native American/Alaskan Native | Asian | Pacific Islander | White | Other

Student's Name: \_\_\_\_\_ Student Grade: \_\_\_\_\_

Pursuant to Public Act 68 of 1993, I represent that: (check one)

I have **never** been convicted of, or pleaded guilty or nolo contendere (no contest), to any crimes.

I **have** been convicted of, or pled guilty or nolo contendere (no contest), to the following crimes  
please list: \_\_\_\_\_

Pursuant to Act 68 of 1993, I understand and agree that:

- The Board of Education of the school district or governing body of the non-profit school (the "School") must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police.
- Until the report is received and reviewed by the school, I am not able to volunteer; and
- **If the report received from the Department of State Police is not the same as my representation(s) above, respecting either the absence of any violation(s) or any crimes of which I have been convicted, I shall not be permitted to volunteer for any Godwin Heights Public School.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_