

Application for participation as a **VENDOR, VOLUNTEER, or VOLUNTEER DRIVER with Harrison County Schools**

Application must be signed and dated in black ink.

Applications must be submitted to school principal for each student you may have at **each** level of education at which you are asking to participate. Without an incident, the application is automatically renewed until student attends the next level of education (Example: Elementary, Middle and High).

Name of student: _____ Grade: _____

Do you have a student attending other Harrison County Schools? ____ Yes ____ No If yes, please list students below.

Name of student: _____ School: _____

Name of student: _____ School: _____

Name: _____

Address: _____

City, State, Zip: _____

Cell Phone: _____ Work Phone: _____ Date of Birth: _____

Provide any other names by which you have been known: _____

List of states in which you have lived (other than West Virginia) and the approximate dates:

(State: _____ Date: from ____ to ____) (State: _____ Date: from ____ to ____) (State: _____ Date: from ____ to ____)

This section is for Volunteers and Volunteer Drivers only.

Volunteers are non-paid persons who may serve during overnight travel or transport students by vehicle.

The information requested in items below is used solely to verify identity when checking information in Question A below.

Social Security No. _____ Race _____ Sex _____

Question A: Have you ever been convicted of or paid a fine for any offense (including felonies, misdemeanors, or ordinance violations) or do you have any charges pending, other than minor traffic violations? ____ Yes ____ No

If yes, list details: _____
(Use a separate sheet if necessary.)

(NOTE: Convictions are not an automatic bar to participation as a volunteer. Each case is considered on its own merit. Individuals who have felony convictions must be approved by the Board of Education before performing any volunteer activities. A conviction not reported can be cause for rejection of an application or dismissal.) **Personal Autos Used in the Course and Scope of Harrison County Board of Education Business**

The vehicle owner's personal insurance coverage is primary for liability insurance coverage. BRIM will provide \$1,000,000 excess liability coverage for additional protection to the Harrison County Board of Education approved parent volunteer driver using his or her own vehicle in the course of Harrison County Board of Education business. Being excess, BRIM's coverage will come into play after the vehicle's owner's coverage is exhausted. BRIM DOES NOT PROVIDE COVERAGE THAT WILL PAY FOR DAMAGE TO A PERSONAL AUTO REGARDLESS OF THE CAUSE. FURTHER, BRIM WILL NOT PAY THE OWNER'S PHYSICAL DAMAGE DEDUCTIBLE.

List the make, model and license number of any vehicle(s) you will use to transport students.

Make: _____ Model: _____ License # _____ Make: _____ Model: _____ License # _____

Please attach to this form a copy of your current liability certificate. (School will copy upon your request.)

This section is for Vendors only.

Vendors are paid persons, excluding Harrison County students, who provide contracted services in a specialized capacity to students.

The information requested in items below is used solely to verify identity when checking information in Question B below.

Question B: Have you ever been dismissed or asked to resign from any position? ____ Yes ____ No

If yes, please explain fully _____

REFERENCES: List 3 references (include address and phone number).

Name	Address / City / State / Zip	Phone Number

Vendor Experience: _____

CERTIFICATE OF APPLICANT: I authorize Harrison County Schools to make any inquiry of or receive information from any person or organization regarding my suitability as a Vendor, Volunteer or Volunteer Driver and do hereby give permission to these persons or organizations to provide such information. Such inquiries may include and not be limited by enumeration to the quality and quantity of my work, work history and record, character, qualifications, and records of convictions. For and in consideration of the release of such information, I hereby forever waive, release, and covenant not to sue any person or organization including Harrison County Schools, its agents and employees for the result of providing, obtaining, or acting upon such information. I give this waiver, release, and covenant not to sue for myself, my heirs, assigns, and successors in interests forever. I give this waiver, release, and covenant not to sue understanding that the information obtained may be such as to disqualify me from participation as a Vendor, Volunteer or Volunteer Driver. I understand that such information is sought with confidentiality, and I will not request copies of such information. I also certify that all statements made on this application are true and complete, accurate and not misleading to the best of my knowledge. I understand that any false statements, incomplete statements, or misrepresentations may subject me to disqualification or dismissal. A copy of this authorization shall be effective as the original.

Date	Location	Charge	Court	Disposition of Charge

Signature of Applicant _____ Date _____

REQUIREMENT: READ AND SIGN THE BACK OF THIS FORM.

REMINDER: Any individual, group, or organization affiliated with the Harrison County Board of Education, in any capacity, including without limitation the mentoring, "co-op", shadowing, internships, or volunteer programs, or as chaperones, sponsors, or vendors, shall abide by the Policy and Administrative Regulations set forth by the HCBOE.

ACKNOWLEDGEMENT OF UNDERSTANDING

In addition to requirements to report suspected cases of child abuse and neglect, House Bill 2939 (effective June 12, 2015) requires that individuals report incidences of sexual offenses on school premises. The following are considered mandatory reporters: Teachers, school employees, coaches, and volunteers.

If a mandatory reporter personally observes or receives a disclosure from a reasonably credible witness of sexual contact, intercourse, or intrusion of a child on school premises, school busses, or other transportation used for school purposes, he/she must immediately report the circumstances to the principal or immediate supervisor and, within 24 hours, report it directly to the Department of Health and Human Services, State Police, and local law enforcement agencies as applicable (Senate Bill 465).

Mandatory reporters do not have to report learning from a witness about or personally observing consensual sexual contact, intercourse, or intrusion between students unless the act involved any of the following: 1) forcible compulsion; 2) infliction of serious bodily injury on anyone; 3) employing a deadly weapon in the commission of the act; 4) sexual intercourse or intrusion with a student who is mentally defective or incapacitated; 5) student 16 years or older engaging in sexual intercourse or intrusion with a student under the age of 16 who is not his/her spouse and is four or more years younger; 6) student 14 years older or older making sexual contact with a student who is younger than 12 years old; 7) sexual contact with a student who is physically helpless.

When the alleged conduct reported to law enforcement is between two students or between a student and school personnel, law enforcement must immediately notify the students' parents/guardian.

A person required to report a case involving a child known or suspected to be sexually assaulted or abused or a student known or suspected to have been a victim of any non-consensual sexual contact, intercourse or intrusion, who knowingly fails to do so or knowingly prevents another person acting reasonably from doing so, is guilty of a misdemeanor punishable by not more than six months in jail and/or a fine not more than \$10,000.

As an employee, coach, vendor, volunteer or volunteer driver of Harrison County Schools, I have read and understand the above information from WV Code 49-2-803 and 49-2-812.

Signature of Vendor, Volunteer or Volunteer Driver

Date

School: _____

Student #: _____

cc: Principal _____

HARRISON COUNTY BOARD OF EDUCATION DEPARTMENT OF HUMAN RESOURCES

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