The Academy classifies volunteers into two categories: Limited Contact Volunteers, and Substantial Contact Volunteers. While some examples are provided below for illustrative purposes, only a Head of School, the Academy President, or the Chief Financial Officer may make the determination of whether an individual volunteer falls into the “Limited” or “Substantial” contact category.

Individuals designated as Limited Contact Volunteers must be registered with the Head’s Office of the Division (Junior, Middle, or Senior School) for which they volunteer. The reverse side of this Limited Contact Volunteer Registration Form must be completed, signed, and presented to the Head’s Office, along with current legal identification, prior to beginning any volunteer services.

A Limited Contact Volunteer is defined as any adult individual who:
   1. Provides voluntary, unpaid services to the Academy
   2. Works under the supervision of and in direct contact with or close proximity to an Academy employee while performing his/her volunteer service
   3. Does not provide direct service to or have unsupervised contact with students

   AND

   4. Provides service on an occasional basis, not to exceed ten (10) days OR thirty (30) hours in a given school year.

Some examples of limited contact volunteers may include individuals who:
   • serve as homeroom parents
   • assist in the planning or conducting of classroom parties
   • coordinate and serve on Middle School or Senior School “Bagel Days”
   • act as “mystery readers” in younger classrooms
   • occasionally assist with library checkout or bookstore operations
registraTion date: _____________________   academy division: _____________________________

volunteer activities: ________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

volunteer’s name: ____________________________________________________________________

address: _______________________________  phone: ____________________________________

________________________________________  alternate phone: ____________________________

________________________________________  email address: ______________________________

i certify that the information i have furnished is accurate and truthful to the best of my knowledge and belief. i hereby authorize shady side academy to investigate any or all statements i have made with the understanding that any misrepresentation may be considered cause to bar me, temporarily or permanently, from any/all volunteer activities.

volunteer signature: ________________________________________________________________

print name: ________________________________________________________________

date: ________________________________________________________________

for administrative use
i certify that the above-named individual is accepted as a volunteer and that his/her participation in the above-named volunteer activities falls into the category of limited contact volunteer, which does not require the submission of background checks.

administrator signature: ______________________________________________________________

print name: ________________________________________________________________

print title: ________________________________________________________________

date: ________________________________________________________________