



**Klamath Falls  
City Schools**

**100% Graduation is Our Expectation!**

*Nuestra expectativa es el 100% de graduación!*

## **America Reads / America Counts Tutor Volunteer Packet**



Dear OIT Student,

Thank you for applying as an American Reads / America Counts tutor. Once approved, your status with Klamath Falls City Schools will be volunteer, as OIT pays your wages.

KFCS requires all volunteers to complete a Volunteer Application and Criminal History Form (attached). In addition to the form, all volunteers must complete annually the online Sexual Conduct Training at

<https://www.publicschoolworks.com/LMS/ParentAccess/parentAccessMain.php?di=388&di=ew5fa>

After completing the training, print out a screenshot of the training and sign the page. Return the Tutor Application, Volunteer Application, Criminal History Form, and proof of training to the Student Services Department. The review and approval process may take up to seven (7) business days.

Once approved, Student Services will contact you to arrange a school placement. We will try to accommodate requests as feasible. Contact the building principal to set up an interview. Our office will contact OIT Financial Aid and confirm you are approved for hire. It is your responsibility to work with the OIT Payroll Office in Snell Hall to complete their electronic hiring process and provide any documentation required.

Keep track of all hours on your OIT paper timesheet and log your hours on the time sheet located on Web for Student as well. Only the building principal, Gerard Collins, or Christine Redford may sign your paper timesheet. Turn in your timesheets to the Financial Aid Office at OIT by the 15<sup>th</sup> of the month. The Financial Aid Office will verify your hours on your paper timesheet and those that are documented on your Web for Student account as well.

If you have any questions about the volunteer application process, please feel free to contact Human Resources at (541) 883-4702. If you have any questions about the America Reads / America Counts tutoring program, please contact Suzet Petersen at OIT (541) 885-1295 or Christine Redford at Student Services (541) 883-4744.

Thank you,

Gerard Collins  
Elementary Curriculum

Charlene Herron  
Secondary Curriculum

Renee Blakely  
Human Resources

Revised 11/04/19

**“Dedicated to helping all students do their best work and become their best selves.”**

**“Estamos dedicados a ayudar a todos los estudiantes a alcanzar sus potenciales en el rendimiento escolar y a aprovechar al máximo sus capacidades**

Student Services | Curriculum | Federal Programs | AVID | English Language Learners

Gerard Collins, Director | Charlene Herron, Director

1336 Avalon Street | Klamath Falls, OR 97603 | (541) 883-4744 phone | (541) 885-4273 fax | [www.kfalls.k12.or.us](http://www.kfalls.k12.or.us)



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## Volunteer Application Form



### America Reads / America Counts tutoring program

The information on this application is requested to match your skills, aptitudes, and interests as an OIT work experience participant. If you have questions regarding the privacy of this information, you may discuss it with Mr. Gerard Collins or Mrs. Charlene Herron. Please return this form to Student Services, attention Christine Redford.

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Requested school for placement: \_\_\_\_\_  
(first choice) (second choice)

OIT only pays wages for specific tutoring work. If you participate in other activities, please note that OIT will not compensate you for your time.

- I am interested in working as an American Reads tutor (kindergarten to 3<sup>rd</sup> grade).
- I am interested in working as an American Math tutor (kindergarten to 9<sup>th</sup> grade).

What other duties/activities are you interested in volunteering for that are ineligible for OIT compensation?  
Please check:

- Athletics (what sport?)
- Supervision
- Clerical needs such as filing/copying
- Making phone calls
- Supervision (recess, lunch, etc.)
- Chaperone field trips
- Handicrafts (set making, craft time, costumes)
- Musical interests
- Social service needs
- Community PR and mailings
- Fundraising

Sports (Name): \_\_\_\_\_

Clubs (Name): \_\_\_\_\_

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## America Reads/ America Counts Tutor

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Tutoring Schedule for 20\_\_\_\_ through 20\_\_\_\_ terms (circle all that apply)

Summer

Fall

Winter

Spring

Current school of placement: \_\_\_\_\_

Write down beginning and ending times you are available to tutor during the upcoming term.

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<b>AM</b>					
<b>PM</b>					

Return this schedule to:

Klamath Falls City Schools  
Attn: Student Services  
1336 Avalon St  
Klamath Falls, OR 97603  
(541) 883-4744 voice  
(541) 885-4273 fax

# CRIMINAL HISTORY VERIFICATION OF APPLICANTS

**THIS FORM MUST BE ENCLOSED WITH THE 581-2281-N CRIMINAL HISTORY VERIFICATION FOR PRE-EMPLOYMENT AND VOLUNTEERS COVER FORM, ALONG WITH A SCHOOL CHECK IN THE AMOUNT OF \$5.00 PER APPLICANT. ALL DOCUMENTS MUST BE MAILED TOGETHER TO THE OREGON DEPARTMENT OF EDUCATION; OTHERWISE, THEY WILL BE RETURNED.**

**Please type or print clearly.**

As Appears on License

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_  
(Last Name) (First Name) (Middle Name) MM/DD/YY

List Other Names Previously Used: \_\_\_\_\_  
(includes Maiden Name)

Social Security No.: \_\_\_\_\_ Driver License/Identification Card No.: \_\_\_\_\_

*Providing your social security number on this form is voluntary. If you choose not to disclose the social security number, this will not be a basis for denial. If you do provide the number, the Oregon Department of Education will use it as an additional identifier to search for any criminal record you may have within the State of Oregon. Your social security number will be used as stated above. State and federal laws protect the privacy of your records.*

Mailing Address: \_\_\_\_\_  
Full Street Address/Post Office Box

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_

**Advisory: An in-state check of the applicant's criminal history will be made by the Oregon Department of Education to verify the responses to the following questions. If you answer no to any of the questions below, and a criminal conviction exists, this will result in a "No" determination by ODE.**

**Convictions of misdemeanor or felony crimes DO NOT automatically drop off your record after a period of time. If you believe a crime has been removed from your record and you are mistaken, it will result in a finding that you knowingly made a false statement.**

1. Have you EVER been convicted of ANY crimes listed under 1 on the reverse side of this form?  Yes  No  
If yes, was the crime in Oregon or a similar crime in another state? \_\_\_\_\_

2. A crime includes a felony or misdemeanor. Have you EVER been convicted of **ANY** other crime **NOT** included in the list under question 1, this includes major traffic violations (including DUII, etc)?  Yes  No

The applicant is entitled to inspect and challenge the accuracy of their Oregon criminal record through the Oregon State Police procedures by contacting Oregon State Police directly under ORS 181A.230(3) and OAR 257-10-0035.

I hereby grant to the Oregon Department of Education permission to check civil or criminal records to verify any statement made on this form for the purpose of pre-employment and/or volunteering purposes at an Oregon school and/or institution.

I acknowledge reading and receipt of this notice.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CRIMES RELATING TO QUESTION 1  
OREGON LAWS**

163.095	Aggravated Murder	167.062	Sadomasochistic Abuse or Sexual Conduct in Live Show
163.115	Murder	167.075	Exhibiting an Obscene Performance to a Minor
163.185	Assault 1 in the First Degree	167.080	Displaying Obscene Materials to Minors
163.235	Kidnapping in the First Degree	167.090	Publicly Displaying Nudity or Sex for Advertising Purposes
163.355	Rape in the Third Degree	475.808	Unlawful manufacture of hydrocodone within 1,000 feet of school
163.365	Rape in the Second Degree	475.810	Unlawful delivery of hydrocodone
163.375	Rape in the First Degree	475.812	Unlawful delivery of hydrocodone within 1,000 feet of school
163.385	Sodomy in the Third Degree	475.818	Unlawful manufacture of methadone within 1,000 feet of school
163.395	Sodomy in the Second Degree	475.820	Unlawful delivery of methadone
163.405	Sodomy in the First Degree	475.822	Unlawful delivery of methadone within 1,000 feet of school
163.408	Unlawful Sex Penetration in the Second Degree	475.828	Unlawful manufacture of oxycodone within 1,000 feet of school
163.411	Unlawful Sex Penetration in the First Degree	475.830	Unlawful delivery of oxycodone
163.415	Sexual Abuse in the Third Degree	475.832	Unlawful delivery of oxycodone within 1,000 feet of school
163.425	Sexual Abuse in the Second Degree	475.848	Unlawful Manufacture of Heroin within 1,000 Feet of School
163.427	Sexual Abuse in the First Degree	475.852	Unlawful Delivery of Heroin within 1,000 Feet of School
163.432	Online Sexual Corruption of a Child in the Second Degree	475.868	Unlawful Manufacture of 3, 4-Methylenedioxyamphetamine within 1,000 Feet of School
163.433	Online Sexual Corruption of a Child in the First Degree	475.872	Unlawful Delivery of 3, 4-Methylenedioxyamphetamine within 1,000 Feet of School
163.435	Contributing to the Sexual Delinquency of a Minor	475.878	Unlawful Manufacture of Cocaine within 1,000 Feet of School
163.445	Sexual Misconduct	475.880	Unlawful Delivery of Cocaine
163.465	Public Indecency	475.882	Unlawful Delivery of Cocaine within 1,000 Feet of School
163.515	Bigamy	475.888	Unlawful Manufacture of Methamphetamine within 1,000 Feet of School
163.525	Incest	475.890	Unlawful Delivery of Methamphetamine
163.547	Child Neglect in the First Degree	475.892	Unlawful Delivery of Methamphetamine within 1,000 Feet of School
163.575	Endangering the Welfare of a Minor	475.904	Unlawful Manufacture or Delivery of Controlled Substance within 1,000 Feet of School
163.670	Using Child in Display of Sexually Explicit Conduct	475.906	Penalties for Distribution to Minors
163.675	Sale of Exhibition of Visual Reproduction of Sexual Conduct by Child	161.405	Attempt to Commit Any of the Above-Listed Crimes
163.680	Paying for Viewing Sexual Conduct Involving a Child		
163.684	Encouraging Child Sex Abuse in the First Degree		
163.686	Encouraging Child Sex Abuse in the Second Degree		
163.687	Encouraging Child Sex Abuse in the Third Degree		
163.688	Possession of Materials Depicting Sexually Explicit Conduct of a Child in the First Degree		
163.689	Possession of Materials Depicting Sexually Explicit Conduct of a Child in the Second Degree		
164.325	Arson in the First Degree		
164.415	Robbery in the First Degree		
166.005	Treason		
166.087	Abuse of Corpse in the First Degree		
167.007	Prostitution		
167.008	Patronizing a Prostitute		
167.012	Promoting Prostitution		
167.017	Compelling Prostitution		
167.057	Luring a Minor		