All Saints Catholic

All Saints Catholic Schools
217 S. Monroe St.
Bay City, MI 48708
(989) 892-2533
ascbaycity.org

All Saints Catholic nurtures academic and personal excellence in all students while emphasizing Catholic values and service to others in Christ's name.

Volunteer and Chaperone Application

Thank you for sharing your time and talents. Complete one application per person; keep page 2.

Return to either school office for Andy Lopez, Human Resources, or contact Andy for electronic submission. Do not include Social Security numbers, birth dates, ID copies, or criminal-history details.

Your Information

Full name:
Phone: Email:
Are you 18 or older? ☐ Yes ☐ No Preferred contact: ☐ Phone ☐ Email

Connection to All Saints: ☐ Parent/guardian ☐ Relative ☐ Parish/community member
☐ Other: Student name(s)/grade(s), if applicable:

Where You Would Like to Help

☐ Classroom ☐ Field trip/chaperone ☐ School event ☐ Athletics
☐ Child care/early childhood ☐ Other:

Preferred building/program:
Specific activity/date, if known:
Availability:

Previous Screening and Training

Previously volunteered at All Saints? ☐ Yes ☐ No
Completed VIRTUS training? ☐ Yes ☐ No ☐ Unsure
Previously fingerprinted for a school or child care? ☐ Yes ☐ No ☐ Unsure
School/parish and approximate dates, if known:

Earned Tuition Credit Participation

I would like to request participation: ☐ Yes ☐ No
Family/student receiving credit:
See page 2 for eligibility, written pre-approval, and the $100 per family monthly cap.

Acknowledgment

I will complete required screening and training, follow school conduct and confidentiality expectations, and wait for human resources clearance. This application does not authorize a background check or guarantee placement.

Applicant signature: Date:

Volunteer and Chaperone Next Steps

1. Submit Your Application

Submit one application per person to either school office, or contact Andy Lopez for electronic submission.

2. Allow Time for Review

Our administration team reviews your application and assignment; human resources will explain the next steps.

3. Complete Onboarding

• Complete forms and acknowledgments provided by human resources. Submit sensitive documents as instructed.

• Wait for the correct fingerprinting form and instructions before scheduling.

• Complete VIRTUS training. Online training takes about 90–120 minutes; finish within one week of selecting it. Tell human resources about prior training or an existing account so we can verify your requirements.

• Child care assignments and student transportation may require additional screening, authorization, and documentation.

4. Wait for Confirmation

Please do not begin volunteering or chaperoning until human resources confirms your clearance. A fingerprint receipt, training registration, or prior volunteer experience does not establish current clearance.

5. Follow School Procedures

Check in and out and follow your supervisor's instructions. Tell human resources about eligibility or contact changes. **Ask before changing assignments or bringing another helper.**

Earned Tuition Credit Program

Eligible parents, guardians, and grandparents may earn $5 per approved, verified volunteer hour, up to 20 hours and no more than $100 per family per month. The cap is shared by all participating family members.

Families must have a student in a tuition-based program and a current tuition account or an approved payment plan. The program year is July 1–June 30.

Indicate your interest on the application. Before earning hours, complete onboarding with human resources, receive an assigned task, and obtain written pre-approval from the school President. Volunteer clearance alone does not qualify service for tuition credit.

Use the school's approved log to record dates, times, duties, and the supervisor's verification/signature. Credits are applied after review; late or unverified logs may be denied. Credits apply only to tuition and are non-transferable and non-refundable.

Questions and Assistance

Andy Lopez • Human Resources • andy.lopez@ascbaycity.org • (989) 892-2533, ext. 123
Please apply early; placement and clearance by a specific event date are not guaranteed.