



Must be submitted every year that this individual advises.

(This is a FILLABLE form. Please type in information and submit)

2017-2018

**REGISTERED VOLUNTEER ACTIVITIES ADVISOR
VERIFICATION (SCHOOL'S REQUIRED)**

Criteria for Eligibility for Activities (Non-Athletic) Volunteers

(NOT including non-competitive cheer and dance – see specific form for spirit advisors)

For a Registered Volunteer to serve as an advisor for a school activity organization (NOT including non-competitive cheer and dance) or represent the school interscholastically, the requirements below must have been met.

IMPORTANT: The school must complete and submit this form stating that all specified documents are ON FILE AT THE SCHOOL. This is required for each Registered Volunteer whom the school permits to be responsible for a school activity group.

PLEASE PRINT LEGIBLY. No verification forms will be accepted for the 2017-2018 school year after APRIL 1, 2018.

Name (First Name, Middle Initial, Last Name)			Social Security Number (Mandatory)	
Home Mailing Address	City	State	Zip	Home Telephone Number
School	Activities	Email Address		

- The school is required to have the following confirmed credentials prior to the individual having contact with student athletes, including practice.
- By state law a Registered Volunteer CANNOT receive financial compensation for such services.
- A Registered Volunteer Enrollment form must accompany this verification form to the AAA office.
- DO NOT SEND THIS FORM (and 3, above) UNTIL EVERYTHING IS COMPLETED.
- Upon completion of the requirements below, obtain a letter from the school administration authorizing the volunteer to represent the school in the named sport(s) for the current (name year) school year *ONLY*.

Check to the left indicating each item ON FILE at the school. Do not send items below to AAA.

- 1 Certification – CPR (recertification upon expiration)
- 2 Certification – AED (defibrillator - recertification upon expiration)
- 3 Current health certificate (tb skin test)
- 4 Current background check (fingerprinting)
- 5 Notification of successful completion of AAA state rules exam (non sport specific)
- 6 Concussion Training - NFHS Concussion Course (online at www.nfhslearn.com)
- 7 Heat Illness Training - available through ArkansasIDEAS at <http://ideas.aetn.org/>
- 8 Communicable Diseases - available through ArkansasIDEAS at <http://ideas.aetn.org/>
- 9 Sudden Cardiac Arrest (online at www.nfhslearn.com)
- 10 A minimum of six hours of in-service training provided by the school specific to the activity in which the advisor is involved.
- 11 Letter obtained from the school administration authorizing the RV to represent the school in the named activity for the current (NAME YEAR) school year only.
- 12 RV Enrollment Form that is sent to the AAA office each year the coach serves in that capacity.

This form and the RV Enrollment Form should be sent together. The AAA office cannot process either without the other.

I certify that all specified requirements have been completed by the above named individual and that the school has all required documentation on file at the school. I understand that documentation must be available upon request.

Signature of school administrator _____ Date _____