



# Senior Tax Exchange Program

**Return to: Lori Oertel**  
 STEP Supervisor  
 Menomonee Falls Community Center  
 W152 N8645 Margaret Road  
 Menomonee Falls, WI 53051  
 (262)255-8469 | FAX: (262)255-8411  
**Return form by June 1**

Full Name (First, Middle, Last) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Email \_\_\_\_\_  
 Birthday (including year) \_\_\_\_\_ (for background check only)

\*Please attach a copy of your drivers license  
 \*If selected for the program, new applicants will have to provide social security number.

Please list work experience, skills, interest and any degrees/certifications:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**I am available to work the following:** (Please check all that apply)

**Months:**    \_\_\_ September    \_\_\_ October    \_\_\_ November    \_\_\_ December    \_\_\_ January  
               \_\_\_ February    \_\_\_ March    \_\_\_ April    \_\_\_ May    \_\_\_ June    \_\_\_ Summer School

**Days/Times:**

___ Monday	___ Morning	___ Afternoon
___ Tuesday	___ Morning	___ Afternoon
___ Wednesday	___ Morning	___ Afternoon
___ Thursday	___ Morning	___ Afternoon
___ Friday	___ Morning	___ Afternoon

**School(s) I would be willing to work at:**

___ Ben Franklin Elementary School (K-2)	___ North Middle School (6-8)
___ Riverside Elementary School (3-5)	___ MF High School (9-12)
___ Shady Lane Elementary School (K-2)	___ CE & Rec \ Community Center
___ Valley View Elementary School (3-5)	

**Please check all areas in which you would be interested in assisting:**

**Assist students with:**

___ Math	___ Music
___ Reading	___ Art
___ Spelling	___ Writing
___ Business	___ Science
___ Computers	___ Social Studies
___ Tutoring	___ Foreign Language

**Assist in / with:**

___ Library
___ Health Services
___ Office / Administrative work
___ Gardening
___ Physical Education
___ Special Events

Do you fulfill STEP eligibility requirements: Age 62 or over, Social Security eligible, own primary Residence in the School District of Menomonee Falls?  Yes  No

Have you ever been convicted of or plead guilty or no contest to any felonies, misdemeanors, crimes, or ordinance violations:  Yes  No

If yes, describe each in full: \_\_\_\_\_  
\_\_\_\_\_

Are there any charges pending against you?  Yes  No

If yes, describe each in full: \_\_\_\_\_  
\_\_\_\_\_

Have any charges against you (both pending and closed) involved or been against a minor?

Yes  No

If yes, describe each in full: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been refused participation in any other youth programs?  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

I understand that placement depends upon a suitable position being available, and that a specific assignment can be made only after an interview with appropriate staff.

PLEASE READ EACH STATEMENT BELOW AND **INITIAL NEXT TO EACH STATEMENT** CONFIRMING YOU HAVE READ AND UNDERSTAND THE CONTENT. SIGN AND DATE BELOW.

\_\_\_\_ I have read the volunteer opportunities letter and understand my expectations as a volunteer.

\_\_\_\_ I understand that I may not share or discuss any information or facts about a student that are seen or heard at school with others. (Student Records Policy #347)

\_\_\_\_ I understand the responsibilities of the school staff are different than those of a volunteer, especially as it pertains to instructional and behavioral decisions.

\_\_\_\_ I understand that the School District of Menomonee Falls does not tolerate any discriminating or harassing behavior from students, staff, volunteers or other individuals interacting with students. (Non-Discrimination Policy #411)

\_\_\_\_ I understand I am required to notify the building principal and the District Human Resources Department (262-255-8440) in the event of arrests, indictments, conviction, no contest or guilty plea, or other adjudication for any felony or offense involving moral standards. If you are listed on a sex offender registry, you are required to disclose that information. A decision regarding whether you are able to volunteer at the school will be made by administration. An arrest or indictment shall not be an automatic basis for an adverse volunteer decision. The District reserves the right to suspend or remove volunteer privileges in its sole discretion based on the nature of conduct leading to arrest or indictment

\_\_\_\_ I understand that I may be removed as a volunteer at any time, for any reason, if I do not adhere to the contents contained in the volunteer letter or to all of the statements written above.

AS A CONDITION OF VOLUNTEERING, I give permission for the School District of Menomonee Falls to conduct a background check on me, which may include a review of sex offender registries, child abuse, and criminal history records. I understand that, if appointed, my position is conditional upon the District receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the School District of Menomonee Falls, and its predecessors, successors, assigns, agents, directors, officers, employees, representatives, and all other persons acting by, through, under or in concert with any of them from any and all claims, known or unknown. I also understand that, regardless of previous appointments, the School District of Menomonee Falls is not obligated to appoint me to a volunteer position. If appointed, I understand that I am subject to suspension by the District and removal by the Board of Education for violation of District policies or principles.

**Non Discrimination Statement**

The School District of Menomonee Falls does not discriminate against pupils on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in education programs or activities, and provides equal access to the Boy Scouts and other designated youth groups.

If any person feels there has been a discriminatory situation in regard to any of the above named classes or in violation of Title IX, Section 504, or Title ADA, please contact the building administrator or Kathy Young, the Director of Pupil Services, at 262-255-8695 or [younkat@sdmfschools.org](mailto:younkat@sdmfschools.org).

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name (please print or type) \_\_\_\_\_

THE SCHOOL DISTRICT OF MENOMONEE FALLS DOES NOT DISCRIMINATE IN EMPLOYMENT, PROGRAM OPPORTUNITIES, VOLUNTEER OPPORTUNITIES OR DELIVERY OF SERVICE