



1. What paperwork do volunteers need to complete?

- All volunteers are required to complete a volunteer agreement form each school year. Each volunteer needs to complete his or her own separate form. Please do not have two volunteers on one form.
- If a volunteer is coaching, they will need to fill out the volunteer agreement form and the volunteer coaching form.
- Volunteer agreement form layers:
 - o White copy – April Hart
 - o Yellow copy – School
 - o Pink copy – Volunteer
 - Please **DO NOT** send the yellow and pink copies to April. In addition, please **do not** send a copy of the volunteer's license.
- If a volunteer requires a background check, they will need to schedule an appointment with April.

*Request blank volunteer forms from April.

DO NOT USE THE ONLINE FORM

4. Does a volunteer need to be fingerprinted every year?

- Once a volunteer has completed a background check, they will not be required to complete a background check again unless their background has expired in the system.
- If you are not sure if a volunteer needs to have a background check completed, please contact April to confirm.
- **Please note:** The school district cannot accept a volunteer's background from any other agencies. We are required to run our own. No exceptions.
- If a volunteer is a former D51 employee or student, they will still be required to complete a background check.

2. Who is required to complete a background check and why?

A background check is required for those volunteers who will be working one on one with students. This includes:

- Overnight field trips
- Marching band trips
- Volunteer coaching
- Reading aide (when a volunteer works with a student in the hallway)
- Read with a Child program
- Foster Grandparent and RSVP Volunteers
- Watch D.O.G.S.
- Lunch Lizard

Current D51 employees and students **are not** required to complete a background check.

3. What is the background check process?

- ❖ If a volunteer requires a background check, they will need to email or call April Hart in Communications to schedule the background check.
 - o Please **do not** have volunteers drop by or go to the Sheriff's office.
- ❖ Once a volunteer has scheduled the appointment, they will come to the main District 51 Administration Building on Grand Avenue.
 - o April will give them paperwork to complete and then take them over to Tim Leon or Tanny Bikki to be fingerprinted.
- ❖ The background will take 2-4 weeks to be processed. April will notify the school when the background is cleared.
- ❖ **REMINDER!** Please let all volunteers know to allow time for the background processing before attending an overnight field trip. If they come in under this time, there is a good chance that they will not be able to attend the trip. Unfortunately, we are not able to rush the processing time.

5. Is there a fee for the background check?

Effective July 1, 2016 – there will no longer be charge for the background checks.

Volunteer Community Partnership Contact:

April Hart, Communications
april.hart@d51schools.org
Extension: 11112 or 970.254.5114