What paperwork do volunteers need to complete?

1. 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.
2. If a volunteer is coaching, they will need to fill out the volunteer agreement form and the volunteer coaching form.
3. Volunteer agreement form layers:
   - White copy – April Hart
   - Yellow copy – School
   - 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 driver’s license.
4. If a volunteer requires a background check, they will need to email or call to schedule an appointment with April.
   *REMEMBER: BACKGROUND CHECKS ARE BY APPOINTMENT ONLY*
   *Request blank volunteer forms from April.
   *DO NOT USE THE ONLINE FORM*

Who is required to complete a background check and why?

A background check is required any time a volunteer will be working one on one with students.

This includes:
   - Overnight field trips
   - Driving students (example on a field trip)
   - 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.

Does a volunteer need to be finger printed every year?

1. 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.
2. If you are not sure if a volunteer needs to have a background check completed, please contact April to confirm.
3. Please note: The school district cannot accept a volunteer’s background from any other agencies. We are required to run our own. No exceptions.
4. If a volunteer is a former D51 employee or student, they will still be required to complete a background check.