

Volunteer Background Check Procedures HR 63 (5/2017)

When to send the form to HR?

If a volunteer is directly supervising and/or responsible for the safety of a student(s), they are considered a **Volunteer with Direct Supervision**

Examples: Chaperone for a field study, Volunteer Coach, Volunteer helper with students before and/or after school, etc.

Send the following to Human Resources:

- ▶ Completed HR 64 with the volunteer's social security number and an Administrator's signature.
- ▶ A clear copy of the volunteer's Driver's License or State Identification card.

What happens after the forms are sent to HR?

Once we receive the volunteer forms, we enter each volunteer and their information into the web based company we use to complete all volunteer background checks. Depending on the name and transient nature of the volunteer, it can take up to a month to receive the results.

When to keep the form?

If the volunteer is **NOT directly supervising or responsible for the safety of a student(s)
-OR- The volunteer is an employee of the district. (This does not include substitutes)**

Examples: On-Site volunteering such as helping a teacher, reading to a classroom of students, Office helper, PTSA officer/member, Tag-Along for a field study, district employee, etc.

- ▶ Run these volunteer's through Raptor and file them for the current school year

Volunteer Facts

- Volunteer forms will be processed on a first come first serve basis and no earlier than 2 months prior to the field study/volunteer opportunity.
- Volunteer forms (HR 64) must be complete before sending them to HR.
(Incomplete forms will not be processed)
 - Social security number
 - Administrator's signature (No stamping)
 - Clear copy of the driver's license
 - Volunteer's signature
- All chaperones must be at least 21 years of age. (IJOA-R)
- All Volunteers will work with students under the immediate supervision and direction of a certificated person. (IJOA)
- Volunteers with Direct Supervision are approved once per school year.
- Background check results are dealt with on an individual basis.
- Substitutes are not bound by the Employee Handbook; therefore they must complete the HR64 and require a district criminal check to directly supervise students as a volunteer.
- Each school may choose to allow Tag-Alongs. A Tag-Along is a parent or relative who wants to attend a field study without being
 - Tag-Alongs provide their own transportation to and from the field study.
 - Tag-Alongs are not responsible for any students (including their own).
 - If possible, the school should run all tag-alongs through the Raptor system prior to the field study.