



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.
REMINDER: 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.