

# VOLUNTEER FORM

**\*\*Please complete one (1) form per volunteer and forward to Human Resources at the Board of Education Office.\*\***

The undersigned has offered to volunteer in the School District of Washington. Annual approval is required. The District conducts a Missouri Highway Patrol Criminal History and Child Abuse & Neglect registry check every three years on returning or first time volunteers. Further, the Sex Offender registry is checked annually for all volunteers.

In the event the School District of Washington shall determine in its unilateral discretion that any information gathered threatens the student operations of the District or is not in the best interest of its students, the offer of volunteering will be declined. If a record is found to be unsatisfactory, written notification will be mailed to the candidate.

I hereby authorize the School District of Washington to conduct a Criminal Background Check.

I have received privacy right information.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

The following identifying information, including Social Security Number, is required for the background check to be completed. Insufficient information will delay the process. **PLEASE PRINT CLEARLY.**

First Name:  Middle Initial:  Last Name:

Social Security #:  Date of Birth (MM/DD/YYYY):

Telephone Number (with area code):

Street Address:

City, State, Zip:

**Please indicate your reason for completing this form:**

Annual Field Trip       Classroom Volunteer       Shine By 9 Program       Other - Please describe:

**Please indicate the school(s) at which you will be volunteering:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Augusta Elementary     | <input type="checkbox"/> Labadie Elementary         | <input type="checkbox"/> Washington Middle School  |
| <input type="checkbox"/> Campbellton Elementary | <input type="checkbox"/> Marthasville Elementary    | <input type="checkbox"/> Washington High School    |
| <input type="checkbox"/> Clearview Elementary   | <input type="checkbox"/> South Point Elementary     | <input type="checkbox"/> Four Rivers Career Center |
| <input type="checkbox"/> Early Learning Center  | <input type="checkbox"/> Washington West Elementary |  |

*(The second page of this form to be completed by District HR Staff.)*

# VOLUNTEER SECURITY CHECKLIST

The School District of Washington is committed to providing a safe environment for students to learn. As such, the District requires criminal background checks of employees and volunteers working on school grounds (Board Policy GBEC and IICC). The District will not print or electronically store criminal background check information within the District. This is true of finger print searches (Missouri Automated Criminal History System - MACHS), Missouri criminal records name and social security searches (Missouri Highway Patrol), sex offender registry, Missouri case net searches, and/or any other searches required. If under specialized circumstances a copy is made for employment, volunteer approval, or assignment determinations, please indicate below including the destruction date of the copy.

**Volunteer Name:**

	<b>DATE:</b>	<b>HR AUTHORIZED USER:</b>
<input type="checkbox"/> Volunteer request for search received:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Noncriminal justice applicant's privacy rights mailed to volunteer on:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> MSHP Criminal History (every 3 years) electronically viewed on:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Child abuse & neglect registry (every 3 years) electronically viewed on:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Sex offender registry (every year) electronically viewed on:	<input type="text"/>	<input type="text"/>

**Check all that apply:**

<input type="checkbox"/> Volunteer cleared/no further action	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Record found; further action required:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Opportunity to correct/letter mailed on:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Volunteer denied	<input type="text"/>	<input type="text"/>

Comments (*do not disclose explicit arrest or conviction information*):

Volunteer appeal made:

Results/Comments:

**BACKGROUND CHECK:**

Was a copy made?  Yes  No

Who made the copy?

Who utilized the information?

Date information was destroyed and by what method.

Information provided to volunteer upon written request.  Yes  No  N/A

Date mailed (U.S. mail only) or personally provided:

Name of HR Authorized User disclosing this information:

**Volunteer badge issued:**  Yes  No Date:  HR User: