

New VOLUNTEER Procedures for School Safe Environment Compliance

VOLUNTEERS:

- 1. Volunteer Applicant obtains Background Check Application from the School Office.
Applies to new volunteers who have *direct contact or routine interaction with children* and those volunteers who need renewals.**
- 2. Volunteer signs Code of Conduct and Employee/Volunteer Disclosure Statement.
Volunteer is informed of VIRTUS training.**
- 3. Volunteer completes application and forwards with \$10.00 check to Safe Environment Office.**
- 4. SE Office completes State Police Clearance online.**
- 5. SE Office determines if volunteer needs to have FBI clearance based on their answer to the residency question on the form. There will be two instruction packets: one for volunteers who meet residency thus needing the State Police and Child Abuse clearance, one for volunteers that also need the FBI check.**
- 6. SE Office sends appropriate packet (and processed State Police clearance) to applicant. Volunteer will be directed to take the original reports of the Child Abuse History and if applicable, FBI information, to the School for copying.**
- 7. SE Office sends copy of State Police clearance to School - Mailing sent out once a week.**
- 8. School Office tracks the receipt of required clearances. Clearance forms, Code of Conduct, Disclosure Statement and verification of VIRTUS attendance is kept in the Compliance Binder.**