

**Check the Emergency Form or SIS to Confirm the Volunteer's permission with the Student.**

**Principal/Assistant Principal Meets with Volunteer to Complete Volunteer Form  
(Maintain Forms in School Office)**

**The following steps apply to those Volunteers who have been approved by the School Principal/Assistant Principal.  
It is at the discretion of the Administrators to accept or deny a Volunteer in his/her building.**

**Volunteer IS alone with students  
NO BCI/FBI on file:**

- SEND a COPY of the completed Volunteer Application, Form A & Form B to the BOE (R. Michael).
  - Maintain the original copy in the School office.
  - Have Volunteer call to schedule FBI/BCI appointment with R. Michael.
- \*The BOE will only fingerprint those Volunteers whose completed Volunteer Form we have received.
- \* All field trips fall in this category \***

**Volunteer IS alone with students:**

- School confirms their FBI/BCI was completed within the current school year and is on file at the BOE.
  - SEND a COPY of the completed Volunteer Application, Form A & Form B to the BOE.
- \*These forms will be attached to the FBI/BCI on file at the BOE.
- \* All field trips fall in this category \***

**Volunteer IS NOT alone with students  
(in view of staff members at all times)  
and volunteers 2 or less times per  
year:**

- Forms A and B need to be signed/dated by the Volunteer, and maintained in the School Office.
- \*This process is done at the beginning of each school year.

**The BOE and School Office will maintain copies of the Volunteer Application, Form A & Form B. All Background Checks will be maintained in the file at the BOE.**

**If the FBI/BCI results come back electronically**, the Volunteer's name will be added to the Volunteer Spreadsheet in Google Docs. The Principal/Assistant Principal and Secretary will be able to view and reference the updated status on Volunteers.

**If FBI/BCI results are mailed**, an email will be sent to the Principal/Assistant Principal and Secretary making them aware of the delay (often 3-4 weeks). The Volunteer's name will be added to the Google Doc, with a "WAITING" status.

**When FBI/BCI results are mailed**, the Volunteer is not permitted to participate in any function that would leave them in charge of a group or attend a Field Trip as a Chaperone.. They **MUST** be in view of staff members at **ALL TIMES**.

**When the FBI/BCI results are received**, the Human Resources Dept. will decide on the Volunteer's "WAITING" status. The Google Doc will be updated with the final decision.