

Why volunteer?

Talawanda wants to partner with our families, businesses, and community members to help our students grow and succeed. It takes a village to help all students reach his or her full potential. It is a great opportunity to build relationships within our community. Please note that we cannot accept all volunteer applications. We also have to ensure all students and staff are safe. We have the right to revoke any volunteering at any time. Volunteers help us create a learning environment that meets the unique needs of students, assist our staff and administration with implementing our mission, vision, and core values, and connect our students with the community. Volunteers increase our partnerships and successes.

What are the expectations of being a Talawanda volunteer?

Following the directions of staff and administration is critical. Due to the nature of a school and having students, keeping information confidential. You may see or hear information that is unique to a child. All students and staff have the right to privacy and confidentiality. Do not place your hands on students. If you need help, seek a staff member or administrator. If you have questions or need assistance, contact the staff and/or administration. We want you to enjoy your time as a volunteer. We want volunteers in our buildings but need to balance safety, student needs, privacy, confidentiality, and ensure students are achieving and succeeding. Some of our students may need more assistance than others. Volunteers offer a great opportunity to help our students and staff succeed. We expect our volunteers to act professionally and with positive decorum.

What is the age requirement to be a volunteer?

Volunteers must be at least 18 years old. There are instances where students from Talawanda City Schools volunteer within the schools and at district sponsored events. Students do not need to complete the application nor complete a background check.

Which volunteer form should I fill out?

Potential Volunteers should fill out the volunteer form located on the district website on the Human Resources tab. Or by clicking [HERE](#). Guidance concerning whether a volunteer needs a background check can be found [HERE](#).

How long will it take to process my volunteer form?

Processing the volunteer form takes place at the school building level within a few days. We suggest you reach out to your school's office to check the status of your form after you submit it. You will be advised if you must complete a background check.

I am a Volunteer athletic coach, band assistant or drama assistant, do these rules apply to me?

If you volunteer as a coach, whether in athletics, band, or drama Ohio Revised Code states that you have an even larger responsibility to our students because of the nature of the work you do in overseeing and protecting our students. If you volunteer in one of these categories you must complete the district [Volunteer Application](#), complete a background check, and complete all requirements in the Coaches Tool Chest. This online requirement will allow you to successfully apply and receive a Pupil Activity Permit (PAP) through the Ohio Department of Education and Workforce. [Click Here for directions on applying for a 3 year PAP](#). Issuance of a PAP through the Ohio Department of Education and Workforce is required before working with students in this capacity.

What are the volunteer opportunities available?

There are many opportunities available to volunteer! Examples include helping in the classroom, front office, library, or playground, participating in parent teacher groups, and chaperoning field trips. There may also be volunteer opportunities that can be completed from home. Please contact your school's front office for specific opportunities available at your school.

Why do volunteers need to submit to a background check?

Our students' safety is of utmost importance to us. Therefore, it is our policy to require volunteers to complete a background check before they volunteer in the school. *Please check the [guidance sheet](#) to see if you must complete a background check. The final determination will be made by the Human Resources department.

How much does it cost for a background check?

Background checks are \$55 and are conducted at the District Office located at 131 W Chestnut Road, Oxford, OH 45056.

For how long are background checks good?

Once a background check is completed through Talawanda, it is good for 5 years.

If we got a background check somewhere prior, can we use that?

Unfortunately, the background check needs to be initially conducted through Talawanda so that we ensure getting the most accurate information, and making sure that the check is coded correctly for the Ohio Department of Education and Workforce.

What type of background checks are conducted on volunteers?

For the cost of the background check we are able to receive accurate information from BCI (Ohio) and FBI (Federal).

Do I need to complete a new background check each school year?

No, once your background check is completed, you can volunteer for up to five years before needing another one completed.

What if I pass my background check and within 5 years before a new background check is required I am arrested, plead guilty, or have a possible disqualifying offense, what do I do?

Contact our HR Director's Office at 513.273.3102 immediately. You are required to report any possible offenses. We will work with you to let you know if you are still eligible to volunteer. Failure to report information may result in you not being allowed to volunteer for any future Talawanda activity or event.

How do I complete the volunteer background check?

Call our Registrar/HR Secretary at 513-273-3101 to schedule an appointment. Please bring a check or exact change. You will also need an identification such as a driver's license. You will be required to sign a document acknowledging you believe there are no disqualifying events on your background check.

How far in advance should I complete the volunteer background check?

Background checks usually come back within one week, however there are instances where it can take up to 30 days to receive the results. Please complete the background check at least 30 days before you are scheduled to volunteer.

I am an employee of Talawanda, do I need to complete an additional background check in order to volunteer?

No, you already have completed all safety checks to ensure that you can also volunteer

What happens if my background check has a record?

Volunteers will be contacted by a school employee if their background check results list a record that may not be allowable. Additional information or explanation may need to be provided to verify or explain the issues on the criminal history. Human Resources will make all final determinations on the approval or disqualification of a volunteer based on the results of a background check. All results are kept confidential.

What are disqualifying events?

Disqualifying events found on a background check would prohibit you from volunteering. Ohio Revised Code [3319.31](#) and [3319.39](#) prevents individuals from volunteering or working with students in schools. Talawanda staff may also prohibit you from volunteering for other events found on your background check for other reasons that may interfere with the safety of students and staff, operations of the buildings and district, or may not be in the best interest of the building or district.

Are unpaid student teachers/interns required to complete a background check?

Student teachers from a college of education are not required to complete an additional background check through Talawanda, but must complete requirements through their program. This requirement is a background check and a preservice permit from ODEW. Background checks through the university also applies for interns enrolled in a social worker, psychology, and nursing program. Students from university who are not placed in Talawanda through an official office, must follow the procedure of completing an application and background check. If your program does not conduct a background check, you will need to contact the HR Director at 513.273.3102 for additional information and possible additional steps.

Can Talawanda decline my application or stop me from volunteering?

Yes, Talawanda reserves the right to decline any application and also decline individuals from volunteering at any point in time.