VOLUNTEERS and BACKGROUND CHECKS

When is a volunteer REQUIRED to be fingerprinted?

- Volunteer Athletic Coach
- Parent Volunteer for an **overnight** ATHLETIC or BAND trip
- Volunteer will be working alone and/or unsupervised with students

How do I get approval for a volunteer that must be fingerprinted?

1. Complete Volunteer Request Form

2. **At least one week prior to the volunteer’s planned start date,** scan the completed form to Jeff Lyles in HR via email (lyles_jeff@hcde.org)

3. Give the volunteer a copy of the Background Check Registration instructions for Volunteers.

4. **WAIT FOR EMAILED APPROVAL** from Mr. Lyles prior to allowing the volunteer to work with students.

What if we have not received approval for the volunteer and...?

- ...their athletic season is about to begin?
  - *They may not coach.*

- ...the overnight athletic or band trip leaves today?
  - *They may not attend as a chaperone.*

- ...they are needed to begin their work in the school?
  - *They may not work alone with students.*

*August 6, 2018*