Handbook for BVSD Volunteers

Quick Links

Volunteer Website
http://www.bvsd.org/volunteer

BVSD Webstore
http://bit.ly/BVSDWebStore
To access online volunteer applications:
http://bit.ly/BVSDVolOpt

TC LogiQ Website
For volunteers to login and pay for their background checks:
http://bit.ly/TCLogiQ
For volunteers who wish to receive a fee waiver:
http://bit.ly/TCLogiqFW

Overview of Levels and What's Required

Table of Clearance Levels for volunteers

Depending on the nature of the volunteer activity, volunteers will have to be cleared as a Level 1, Level 2 or Level 3 volunteer. Please refer to the table below for additional information.

	Level 1	**Level 2**	**Level 3**
Description	No contact with students or the contact with students is either incidental or directly supervised ("line of sight") by a District employee.	The volunteer service involves indirectly supervised contact with students on or off campus.	The volunteer service includes driving students.
BVSD Application Required	Yes: http://bit.ly/AnnualVA	Yes - http://bit.ly/BVSD_CBI	Yes - http://bit.ly/BVSDDriverAp
Background Check Required	No - but must be checked against sex offender registry: http://bit.ly/CO_SOR	Yes (see chart below for options)	Yes (see chart below for options)
Driving Application Required	No	No	Yes

Step-by-Step Volunteer Application Process

Step 1: BVSD Annual Volunteer Application (All Volunteers)

The annual volunteer application is a yearly contract between BVSD and the volunteer. It is free of charge and it is required by ALL volunteers regardless of the level of clearance they will have.

- **Online BVSD Annual Volunteer Application:** Our online application works with the RegWerks/RevTrak software that is used district wide. It is known by schools' administrators and parents as the "Webstore." Here is the link to the webstore: http://bit.ly/BVSDVolOpt. Please note, the District's webstore has a different address than schools' individual webstores.
- **Paper BVSD Annual Volunteer Application**: The BVSD Paper Volunteer Application is an option for volunteers who prefer.

Step 2: Background Checks (Level 2 and 3 Volunteers)

Background checks are required of Level 2 and Level 3 volunteers. Board policy requires background checks for any volunteer who will be alone with any student at any time. This minimizes the risk that our students and staff will encounter a known predator or poor role model at school. The safety of our students and staff is a priority. See Board Policies IJOC and IJOC-R. If a volunteer is no longer volunteering with the District and would like to be removed from our list of individuals in our CBI database, please email volunteer@bvsd.org.

Here is a table with information about the two ways that volunteers are able to attain background checks:

	Cost	Length of Approval	Response Time	Description	Scholarship Option*
TCLogiQ-http://bit.ly/TCLogiQ	$17 each year	Must renew on an annual basis	1 week	1. Complete BVSD Online Volunteer Application: http://bit.ly/AnnualVA 2. Complete TCLogiQ Online Background Check Application	Yes
CBI Background Check Application - http://bit.ly/BVSD_CBI	$40 once	Duration of time at BVSD	10 business days from fingerprinting appointment at District's office.	1. Complete BVSD Online Volunteer Application: http://bit.ly/AnnualVA 2. Complete the CBI Background Check Application: http://bit.ly/BVSD_CBI 3. Schedule a fingerprinting appointment at the Ed Center through link provided in confirmation email.	No

*Families whose students qualify for FRL are able to have their TCLogiQ application fee waived. Please request information on how to apply for a fee waiver from your school.

Volunteers Who are Exempt from Background Checks

There is a small group of volunteers who are exempt from background checks because they have been background checked by one of the following agencies:

Colorado Department of Education Licenses - CDE

Volunteers who hold a current, valid CDE-issued license (teacher, substitute, school counselor, etc.) are exempt.

1. The volunteer fills out the annual volunteer application, click here.
2. The volunteer emails a copy of the volunteer's CDE-issued license to volunteer@bvsd.org
3. Volunteers will have a note in the annual volunteer application in RegWerks

Law Enforcement and Other Agencies

If the person has an unexpired badge from a law enforcement job or other government agencies like the Police Department, Firefighters or the Department of Public Health, that will usually be acceptable since those agencies also require criminal background checks.
They need to show an official certificate or unexpired badge from the agency they work with.

We don't add their names to our databases, these volunteers can fill out the annual volunteer application, click here.

Other Cases

- Student Teachers who provide current background checks from their schools. School can ask for a letter of reference from teacher/school student attends.
- Practicum teachers, Level 1, no background required (done through school).
- BVSD Students – **no background check needed.** School can ask for a letter of reference from teacher/school student attends.
- Programs doing business with BVSD have MOUs, for example: Thorne Institute, YMCA, Boulder Ballet. School can ask for a letter of reference from the program coordinator where the volunteer works.

Fingerprinting - CBI Background Checks - Level 2

This fingerprinting background check costs $40 and it is good for the remainder of the volunteer's time at BVSD. This is a one-time ONLY application. Volunteers are invited to apply anytime during the school year.

1. Online CBI background check applications (recommended):
   a. The volunteer fills out the *BVSD Volunteer Application **http://bit.ly/AnnualVA***. All new and returning volunteers must fill this out on an annual basis, free of charge.

b. The volunteer fills out the *CBI Background Check Application* ***http://bit.ly/BVSD_CBI***. This is a <u>one-time</u> application. The cost is $40. Once that is approved, it is valid for the remainder of the volunteer's time at BVSD.

c. The volunteer receives an email with a calendar link to schedule a fingerprinting appointment at the district's office.

d. The volunteer is digitally fingerprinted free of charge at the district's office, or at a digital fingerprinting event at school.

e. The volunteer is notified between 72 hours or a maximum of two weeks after being fingerprinted.

2. Paper CBI background check applications:

a. The volunteer requests a printed packet from school, or prints it from the www.bvsd.org/volunteer website. Files are located below the explanation for the three types of levels.

b. For a fingerprint card, volunteer needs to ask the school. Some police stations provide the card **or** the volunteer can get one from the district's office.

c. The volunteer fills out the paperwork.

d. The volunteer gets fingerprinted at the police station closest to their place of residence, and pays $10 - $20 for the service.

e. The volunteer can also be fingerprinted at a paper and ink fingerprinting event at school.

f. The volunteer drops off the following items at their school **or** at the district's office or school office:
   i. The completed paperwork
   ii. The fingerprint card
   iii. $40 payment (cash or check) to cover the cost of the CBI background check

g. CBI processes the paper application and posts results on a secure website. This could take between three weeks to three months.

h. District's volunteer coordinator sends an email to the volunteer with approval and copies the generic volunteer email for the school(s) requested by the volunteer.

School Year Approval - TC LogiQ - Level 2

This electronic background check costs $17 and it is good for one (1) school year August through June, not a calendar year. Volunteers will be asked to redo this every year.

1. The volunteer fills out the BVSD Volunteer Application http://bit.ly/AnnualVA. All new and returning volunteers must fill this out on an annual basis, free of charge.

2. The volunteer logs into the TC LogiQ website, https://www.tclogiq.com/bvsdv. TC LogiQ requires a credit card to process payment.

3. TC LogiQ will send the volunteer an email response. The results will be tied to the schools the volunteer selected on their application.

4. Although we generally process responses more quickly, please allow for TC LogiQ to notify volunteers with the results of your background check within 72 hours. For applicants with any charges, it may take up to two weeks.

Denials

When a volunteer has any charges on their background check record, the the District will use the following guidelines to determine elibility:
http://www.bvsd.org/volunteer/Pages/DisqualificationGuidelines.aspx.

Fee Waivers - Level 2

Fee waivers are only available for the annual electronic background check with TC LogiQ. A volunteer qualifies if: 1) They are parents or guardians of an enrolled student who receives Free &/or Reduced Lunch. Other family members are not covered under the fee waiver program. 2) They are parents or guardians of enrolled preschool students who qualify for "Income A" as determined by the BVSD Office of Early Childhood Education. Please ask your school for instructions on how to apply for a fee waiver.

Step 3: Driving Application- Level 3

The driver application is considered a level 3 approval. The volunteer needs to have an approved background check (level 2) and bring the documents listed below to the school where the volunteer will be driving. Schools keep record of these applications.

1. Fill out the BVSD Volunteer Application - **http://bit.ly/AnnualVA**
2. Fill out the Volunteer Driver Application - **http://bit.ly/BVSDDriverAp**
3. Bring to your School:
    - Copy of Driver's License
    - Copy of Proof of Insurance:
        - It is required that the owner carry a minimum of the following:
            - $100,000/$300,000 liability
            - $50,000 property damage and
            - Uninsured Motorist $25,000/$50,000