

Dear Volunteer:

Volunteers have a long tradition in our district and have played a big role in delivering the quality education we expect in our schools.

KPS believes in common sense safety for our students. In addition to conducting FBI background searches of all employees and substitutes, we conduct tiered background checks of volunteers based on your volunteer activity level:

- **Tier 1** – no background needed (limited student interaction, limited time in the school; passes out flyers, chaperones a dance, greets students, etc.)
- **Tier 2** – National Name Search (has more involved student interaction; volunteers in classes, overnight field trips, etc.)
- **Tier 3** – FBI Background check (volunteer coach, ongoing long term responsibilities) *For all volunteers who meet the Tier 3 definition. Please contact HR regarding initiating your background paperwork. 406-751-3444.*

Note: Name Searches are repeated annually. If you have not completed a background search for the current school year, you will be asked to complete a new form.

Volunteer Name: _____

Position volunteering for: _____

School: _____

I, _____ authorize Kalispell Public School District to run a national name search using my social security number and date of birth. I understand the results will be confidential and the details will only be reviewed by the Principal, Superintendent and HR Director.

Volunteer Signature _____ Date: _____

Print Full Name (including middle initial): _____

Maiden Name: _____

Social Security Number: ____/____/____ Date of Birth: ____/____/____

Current Residence Address:

Address: _____

City: _____ State: _____

Contact Number: _____

Please list **all** other States that you have lived in:

If you have questions regarding this procedure, please contact Tracy Scott, HR Director at 751-3435.