



ROCHESTER COMMUNITY SCHOOLS VOLUNTEER GUIDELINES AND ICHAT AUTHORIZATION FORM

Revised 4/01/2022

July 1, 2022 - June 30, 2023

Volunteer Guidelines

Volunteers to the Rochester Community Schools may be used on a temporary basis to give support to a classroom or program. Volunteers are appreciated but should not be a distraction to the school environment. The following guidelines are to be used as volunteers are assigned to classrooms or programs:

- If a volunteer will be with students for a significant length of time **without a RCS employee being present**, or will be with students on **a regular basis**, that volunteer will be required to have a Michigan State Police Internet Criminal History Access Tool (ICHAT) screening **annually**. The results of this ICHAT criminal background check will remain confidential and will only be used by School District administration to determine if you have been convicted of an offense that would otherwise prohibit you from working in our schools.
- Please only complete **one form per school year**.

- Instructions:
1. Print clearly and complete all required fields of the ICHAT form.
 2. You must attach a copy of your Driver's License or State ID with this form.
 3. Forms must include the **reason for the background check and date**.
 4. Please return this form to your building secretary and allow 30 days for processing.

ICHAT AUTHORIZATION – Please Print Clearly * = Required Field

Volunteer Information

*Full Legal First Name: _____ *Legal Last Name: _____ *MI: _____

*Other First Name: _____ *Maiden/Other Last Name: _____ *MI: _____

*Phone Number: _____ *Current Email Address: _____

I am a current Rochester Community Schools **employee/contracted employee** at: _____

<p>*Race: Indicate best option per ICHAT system choices: <input checked="" type="checkbox"/> Check one</p> <ul style="list-style-type: none"> <input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Asian or Pacific Islander <input type="radio"/> Black <input type="radio"/> White <input type="radio"/> Unknown/Other <p>*Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Unknown</p> <p>*Birth Date: _____ / _____ / _____ MM DD YEAR</p>	<p>* Attach a copy of your current driver's license</p>
--	---

*I will be a volunteer for: (please list schools) _____

*Reason for Background Check: *All that apply and list the date/dates: _____

- | | |
|---|--|
| <input type="radio"/> Classroom Volunteer | <input type="radio"/> Returning Volunteer Coach with active criminal history from the previous school year |
| <input type="radio"/> Field Trip Chaperone | <input type="radio"/> Returning Overnight Chaperone with active criminal history from the previous school year |
| <input type="radio"/> College Field Placement | <input type="radio"/> Other _____ |
| <input type="radio"/> Band/Summer Music Theater/Orchestra/Choir | |
| <input type="radio"/> Club Sponsor _____ | |

My signature below is representative of my approval for the Rochester Community Schools Human Resource Department to conduct a criminal background check against my records using the Michigan State Police ICHAT system.

*Volunteer Signature: _____ *Date: _____
(no electronic signatures will be accepted)

(For Office Use Only)

BUILDING SECRETARY: To avoid running duplicate background checks and accruing additional fees, please initial here that you have reviewed this form and have checked the master volunteer list before sending to Central Office: _____

Approved Date: _____

Not Approved Date: _____