



## School Volunteer Forms

Thank you for your interest in volunteering in our schools. Student safety is our top priority. If you are interested in volunteering in our schools (class reader, library volunteer, room parent, etc.), please complete and submit the attached application as follows:

**Purpose:** To perform an equitable and confidential background check on all School volunteers.

**Procedure:**

1. Pick up a Region 14 Confidential “Background Check Authorization” form from any Region 14 School Resource Officer (SRO), the Woodbury Resident Trooper’s Office, the Bethlehem Resident Trooper’s Office or the Region 14 website.
2. **Only School Resource Officers or the Resident Troopers are authorized to assist in the completion of the “Background Check Authorization” form.**
3. Region 14 Staff **are not authorized** to assist in the completion of the “Background Check Authorization” form.
4. The completed form must be returned in person to any Region 14 SRO or the Resident Trooper’s Office in either Woodbury or Bethlehem.
5. Present the SRO with a State or Federal picture identification for verification.
6. All applications will be processed by sworn police officers only.
7. All forms will be maintained in a locked file cabinet at Central Office.
8. An approved volunteer list containing only last name, first name and date approved will be available to all school building administrators.

## **Community Relations School Volunteers**

The Board of Education greatly values and appreciates the work of volunteers in the school district. Parents and community residents are encouraged to take an active role in improving the schools by serving as school volunteers. Volunteers are especially useful for providing assistance at athletic and other extracurricular events, chaperoning school trips and helping in the classroom.

In an effort to maintain suitable safeguards in the use of volunteer services, the Board retains the right to screen and select all volunteers. Criminal background checks shall be requisite for all prospective volunteers. No person who is a "sex offender," as defined by Connecticut General Statutes §54-250 may serve as a volunteer. No person who has a criminal record may serve as a volunteer except that the Superintendent of Schools may, at his/her discretion, waive this restriction if the nature and circumstances of the prior conviction do not pose any genuine threat to persons or property.

The Superintendent shall establish procedures to ensure effective screening, training and supervision of all volunteers. A list of all approved volunteers shall be maintained by the Superintendent's office. Only volunteers on the Superintendent's list may be used by the district.

Each volunteer shall serve under the direction of certificated staff members. Volunteers are expected to follow all Board policies, procedures and regulations. Any volunteer who fails to comply with such rules or follow directives from a certificated staff member may be removed from the list of approved volunteers by the Superintendent.

The Board of Education shall only indemnify volunteers from financial loss arising out of any claim of negligence to the extent required by Connecticut General Statutes §10-235(a). This protection applies to any volunteer on the list of approved volunteers who is carrying out a duty prescribed by the district and is operating under the direction of a certificated staff member, and any volunteer approved by the district to carry out the duties of a school bus safety monitor.

However, the district is not obliged to provide this protection to a volunteer who:

- 1) does not act within the scope of his or her prescribed duties,
- 2) does not act under the direction of certificated staff member, or
- 3) was otherwise acting outside of his or her role as a volunteer in a school based or school-operated program.

Volunteers will not be used to circumvent any obligations of the Board of Education under any current collective bargaining agreement. In addition, the district may not assign work to a volunteer that exclusively belongs to the employees within a bargaining unit.

**Legal references:** Connecticut General Statutes  
§10-4g Parental and Community Involvement in Schools  
§10-28b School Volunteers  
§10-221 Boards of Education to Prescribe Rules  
§10-221d Criminal History Records Checks of School Personnel  
§10-235 Indemnification  
ACTIVE/

**CONFIDENTIAL**

**Background Check Authorization**

**Print Name:** \_\_\_\_\_  
(First) (Middle) (Last)

**Former Name(s) and Dates Used:** \_\_\_\_\_

**Current Address Since:** \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/Zip)

**Previous Address From:** \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/Zip)

**Previous Address From:** \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/Zip)

**Date of Birth:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**My child(ren) attend(s):** NHS \_\_\_\_\_ WMS \_\_\_\_\_ BES \_\_\_\_\_ MES \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Driver's License Number/State:** \_\_\_\_\_

**Have you ever been convicted of any crime in the State of CT or in any other state?** \_\_\_\_\_

**Do you currently have any criminal complaint pending against you in the State of CT or in any other state?** \_\_\_\_\_

**Are you a registered sex offender in the State of Ct or in any other state?** \_\_\_\_\_

**Copy of Identification Attached**

I hereby authorize Regional School District No. 14 and its designated agents and representatives to conduct a comprehensive review causing a consumer report and/or an investigative consumer report to be generated for my employment and/or volunteer purposes. I understand that the scope of the consumer/investigative report may include but is not limited to the following areas: verification of social security number; current and previous residences; employment history; education background; character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written to me, Regional School District No. 14 or its agents or representatives. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. Regional School District No. 14 and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

**The information contained in this application is correct to the best of my knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Picture ID Information Verified: \_\_\_\_\_ Date: \_\_\_\_\_

(SRO or Resident Trooper)