



SCHOOL VOLUNTEER

D65 BACKGROUND CHECK PROCESS

THANK YOU FOR VOLUNTEERING YOUR TIME TO SUPPORT OUR SCHOOL!

There are some required steps in the process for volunteering at King Arts in a longer term capacity. This document was created to clarify the process for caregivers. It is a living document and subject to change as D65 adjusts its processes overtime.

TYPES OF VOLUNTEER ENGAGEMENT THAT WOULD REQUIRE THE BACKGROUND CHECK/ FINGERPRINTING PROCESS:



Tutoring



Field Trip Chaperone



Coaching a Team



Leading a Club/Activity



Hosting an In-School Class Event or Party

ALL INTERESTED VOLUNTEERS MUST COMPLETE THE FOLLOWING IN THE ORDER LISTED BELOW:

1 FILL OUT THE D65 VOLUNTEER AGREEMENT & RELEASE FORM

2 FILL OUT THE ACCURATE BIOMETRICS FINGERPRINTING FORM

3 GO TO THE NEAREST LOCATION & GET FINGERPRINTED

5225 Old Orchard Road, Suite 38, Skokie, Illinois 60077 | NO APPOINTMENT NECESSARY / THE DISTRICT PAYS FOR FINGERPRINTING

4 FILL OUT THE ACCURATE BIOMETRICS BACKGROUND FORM

To be completed after fingerprinting. This form needs to be submitted (this goes to D65 HR Department) a minimum of 30 days in advance of the planned start date/field trip/in-class activity.

Ms. Erin Sharpe (sharpe@district65.net), auxiliary secretary at King Arts, will alert caregiver volunteers when their background screening has cleared. About 1 week after submitting the background check accurate biometric google form, send an email to check with Ms. Sharpe on the status of your background check. [Template for this email is here.](#)

Once cleared:

You're good to go! If you have the time and capacity, reach out to your scholars' teachers and the King Arts PTA (kingartspta@gmail.com) to see if there are ways in which you can volunteer. You can also browse the D65 site for [fluency tutoring](#) etc.

What about next year?

Volunteers are required to re-register with their staff contact each school year that they volunteer. Former volunteers wishing to resume their volunteer service at District 65 and whose background clearances are more than 3 years old must obtain new clearances.

What about short term volunteering as a caregiver?

Sometimes volunteering for caregivers might be a short term experience with supervision of a staff member (visiting in the classroom, book nook etc.). If this is the case, you would go to the Greenwood street entrance during school hours, and share your ID or name/phone number to register in the Hall Pass Visitor Monitoring System.

D65 Policy Language: Any volunteer who will have direct contact with students without the continuous supervision of a present staff member for an extended period of time and/or on a long-term or regular basis (e.g. semester or school year) will be required to submit to a criminal background check, including, where appropriate and necessary, fingerprinting. Examples of such volunteer roles subject to this requirement include tutoring, assisting club or athletic activities or chaperoning overnight trips or activities. All volunteers shall abide by the applicable District policies and procedures, including, but not limited to, all sign-in and identification procedures and the confidentiality, safety, mandated reporting and harassment policies. Volunteers are also expected to attend any applicable training sessions as a condition to serve. **Additional Information Available Online Here:** <https://www.district65.net/Page/2611>

