



# ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

<b>PROCEDURE</b>	<b>Volunteer and Work Study PROCEDURES Volunteer Agreement &amp; Authorization Form</b>		
<b>SECTION</b>	<b>Personnel</b>	<b>CODE</b>	<b>B2R</b>

*Last updated: 8/2019; 9/2021*

## Screening Requirements

The ANWSD values and appreciates volunteers in all our schools. We also take very seriously our responsibility to keep all students safe and to follow the law. All adults working with our students - employees and volunteers - will be required to undergo background checks.

### Definitions:

A **volunteer** is defined as a person who is not employed by the District who performs or gives services to the District of his/her own free will on an occasional or regular basis without compensation for said services. Services performed “directly to the District” are those that assist with the operation of the District or delivery of program and are directed, requested, controlled, and overseen by District personnel. Below is a list of the types of volunteers used in the District. The background checks requirement varies by type.

<p><b><u>Level I Volunteer:</u></b> No direct contact with children</p>	<p>A volunteer whose work does not involve direct contact with school children (e.g. collecting order forms for fundraising events; performing other clerical or administrative tasks; preparing food items for school events/fundraisers; serving on an interview committee)</p>
<p><b><u>Level II Volunteer:</u></b> Supervised contact with children  <b><i>*Cannot be left alone with children*</i></b></p>	<p>A volunteer who provides services within the school, on school district premises, or during school events, to assist within the classroom, library, main office, or other departments. Work involves contact with school children, but typically under the direct supervision of the classroom teacher or other approved school professional (e.g. room parent; classroom volunteer; book fair and picture day volunteers)</p>
<p><b><u>Level III Volunteer:</u></b> Unsupervised contact with children</p>	<p>A volunteer who provides direct services to students that involves extensive unsupervised contact with school children (e.g. overnight chaperone; volunteer coach/advisor; field trip chaperone; student mentors)</p>

**Screening Requirements & Process:**

<p><b><u>Level I Volunteer</u></b></p>	<p><b>NONE.</b> Since the work of a Level I volunteer does not result in direct contact with school children, individuals may perform Level I volunteer services without the need for a formal screening.</p>
<p><b><u>Level II Volunteer</u></b></p>	<ol style="list-style-type: none"> <li>1. Applicant makes an appointment with Glory Martin at Central Office: 802-877-3332 ext. 2103.</li> <li>2. Applicant brings a photo ID and a check for <b>\$11.25</b> payable to <b>ANWSD</b> to the appointment.</li> <li>3. Glory completes VCIC – VT Criminal Information Center online criminal records check, AHS – Agency of Human Services Adult Abuse and Child Protections Registry check online.</li> <li>4. Glory updates the volunteer shared spreadsheet once results are received.</li> </ol>
<p align="center"><b>NO APPROVALS FOR LEVEL II VOLUNTEERING WILL OCCUR UNTIL A “NO-RECORD” RESULT IS RECEIVED.</b></p>	
<p><b><u>Level III Volunteer</u></b></p>	<ol style="list-style-type: none"> <li>1. Applicant completes volunteer application form online.</li> <li>2. Applicant makes an appointment with Glory Martin at Central Office: 802-877-3332 ext. 2103.</li> <li>3. Applicant brings a photo ID and a check for <b>\$11.25</b> payable to <b>ANWSD</b> to the appointment.</li> <li>4. Glory completes VCIC – VT Criminal Information Center online criminal records check, AHS – Agency of Human Services Adult Abuse and Child Protections Registry check online.</li> <li>5. Glory gives applicant contact information for police departments, where they can make an appointment to get fingerprinted.</li> <li>6. Glory updates the volunteer shared spreadsheet once results are received.</li> </ol>
<p align="center"><b>*** PLEASE NOTE that it can take 4-6 weeks for results of the VCIC Fingerprint supported CRC to be completed.***</b></p> <p align="center"><b>NO APPROVALS FOR LEVEL III VOLUNTEERING WILL OCCUR UNTIL A “NO-RECORD” RESULT IS RECEIVED.</b></p>	

**\*\*Level 2 and 3 volunteers cannot begin until ALL required steps listed above are completed.**