



## BRISTOL WARREN REGIONAL SCHOOL DISTRICT

235 HIGH STREET, 2<sup>nd</sup> FLOOR, BRISTOL RI 02809

[WWW.BWRSD.ORG](http://WWW.BWRSD.ORG) (401) 253-4000

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# **VOLUNTEER PROCEDURES**

***(Including College Student Observations)***

To be approved as a volunteer for any school in the Bristol Warren Regional School District, an individual must provide the following from September 1st - September 30th and from January 1st through January 31st. **NOTE:** District full-time and part-time employees must obtain a current background check in order to volunteer.

### 1. Processed Volunteer Background Check

- a. Complete, sign and date the appropriate School Volunteer Authority for Release of Information form, which can be found on the District's website under Departments / Human Resources / Volunteers.
- b. Forms **must be** completed in its entirety and brought to your child's school with a **valid photo ID**. Forms will then be forwarded to District Administration who will then deliver the background checks to the appropriate police department for processing.
- c. The processing fee for all District volunteers has been waived by both the Bristol and Warren Police Departments.
- d. A State background check can also be obtained at the Attorney General's Office for a fee. Out-of-state background checks cannot be accepted.
- e. The Police Department will process your background check and will mail/deliver the results directly to Samantha Perry, Police Liaison, who will oversee the volunteer approval process.
- f. All completed BCI forms will be kept in the Human Resources Office. No copies will be forwarded to individual schools, nor should copies be kept at the school level.
- g. Volunteers who provide an e-mail address will receive an e-mail notification when their name have been added to a school(s) volunteer list.
- h. Volunteer hours and schedule(s) shall be determined by the building principal.

### 2. Completed Volunteer Agreement

- a. Complete, sign and date the Volunteer Agreement, which can be found on the District's website under Departments / Human Resources / Volunteers.
- b. Completed Agreement can be returned to the Human Resources Office at the Administration Building.
- c. All completed forms will be kept in the Human Resources Office. No copies should be kept at the school level.

Approved Volunteers will be entered into a [Google Sheet](#) once both completed documents have been received by the Human Resources Office. All questions regarding volunteers, the volunteer procedures or background checks should be directed to Samantha Perry, Police Liaison, at [Samantha.perry@bwrSD.org](mailto:Samantha.perry@bwrSD.org) or (401) 253-4000, Extension 5144.

**IMPORTANT:** Parents must complete the volunteer process to participate in any school activities outside the classroom.

*The Bristol Warren Regional School District does not discriminate on the basis of age, sex, race, religion, National origin, color, disability or sexual orientation in accordance with applicable laws and regulations.*