

**IMPORTANT
VOLUNTEER BACKGROUND CHECK**

YOUTH LEADER REQUEST
PURSUANT TO KRS 170160

***THERE IS A STATE FEE FOR THE PROCESSING OF THIS FORM OF \$10.00 (PER PERSON) TO BE PAYABLE TO COLLINS ELEMENTARY WHO THEN HAS TO PAY THE STATE THROUGH AN ACCOUNT.**

PARENTS: THIS FORM IS A BACKGROUND CHECK. IT'S REQUIRED OF ALL PERSONS WANTING TO PARTICIPATE IN ANY SCHOOL ACTIVITY SUCH AS: VOLUNTEERING FOR PTA, CHAPERONING A FIELD TRIP, PARTICIPATING IN TRACK AND FIELD DAY AND OTHER SCHOOL INVOLVEMENT. THIS FORM REQUIRES **YOUR INFORMATION, NOT THE STUDENTS!**

IT IS VERY IMPORTANT THAT YOU FILL OUT ALL THE (GREY AREAS) OF THIS DOCUMENT COMPLETELY AND SEND IT BACK TO SCHOOL AS SOON AS POSSIBLE. IT CAN TAKE SOME TIME FOR THE STATE TO PROCESS THESE WITH ALL OF THE SCHOOLS IN THE STATE OF KENTUCKY.

THE STATE SHOULD ALSO SEND YOU A COPY OF YOUR BACKGROUND CHECK.

****Effective July 1, 2015 the Site Based Decision Making Council requires a Volunteer Background Check to be conducted each year your child attends Collins Elementary School. This is another step to help keep the students at Collins safe at all times.**

Organization: Collins Elementary
9000 Spruce Drive
Florence, KY 41042

Contact Person: Amy Lawrence, Assistant Principal
Phone: (859) 282-2350

**INFORMATION ON INDIVIDUALS WHOSE RECORDS ARE BEING CHECKED
(PLEASE PRINT CLEARLY)**

Adult's Name	Social Security #	Date of Birth (Month/Day/Year)
Maiden or Alias Name	Address	
City, State, Zip	E-Mail Address	
Student's Name and Teacher	Student's Name and Teacher	
Student's Name and Teacher	Student's Name and Teacher	