



Volunteer Application Instructions

Thank you for your interest in volunteering with Barnwell School District 45. Since the safety of our students, faculty and staff is our top priority, background screens for volunteers are necessary.

The volunteer background check is performed by Background Investigation Bureau (BIB). It includes a nationwide search of criminal databases and sex offender registries. Once it has been performed, it will be reviewed by the Barnwell School District 45 Human Resources personnel. No information about the content or nature of the background check is shared with school principals or staff. Social Security numbers are strictly confidential and are never made available to school personnel.

In order to submit a background check you must have a social security number and driver's license. Without these documents, a full and complete background check cannot be performed. The cost for the background check is \$19.45.

Please note: Background checks are good for three years. If you have submitted your information in previous school years, please confirm whether or not your background check has expired before submitting a new one. In order to do this, please contact the school's office.

If a new background check is needed, the steps to complete an online application are:

1. Go to the district website at www.barnwell45.org.
2. On the district webpage select: "Volunteer".
3. You will be directed to Barnwell School District 45's "[SecureVolunteer](#)" website which is powered by BIB. On this website, you can:
 - Complete the volunteer application
 - Give your consent to perform the background check.
 - Pay for the background check. The cost is \$19.45.
4. Once your application is submitted you will receive a confirmation email from BIB within 24 hours. For assistance using BIB's SecureVolunteer contact Barnwell School District 45's Human Resources Department at 803-541-3589.
5. Once you have received your confirmation email it will take 14 business days to receive approval or denial of your request to volunteer.
6. Once your request has been reviewed you will receive an email or a phone call notifying you of the status of your application.
7. Your background check is good for three years.