
TO: All Administrators and Administrative Secretaries
DATE: April 9, 2024
FROM: James E. Yapias, Director of Development and Salt Lake Education Foundation
RE: Volunteer Update

Dear Administrators and Administrative Secretaries:

As we continue to support our students with community partners and volunteers, we must review the processes used for recruiting and monitoring volunteers in our buildings.

Volunteer Guidelines:

- All volunteers must be approved by a school administrator and, if required, have a background check completed.
- All volunteers must complete the online volunteer registration form.
 - A link to the form can be found on the main page of the district website.
- Fingerprinting appointments for background checks will be scheduled after completing the online volunteer registration form.
 - Appointments will be scheduled with Madison.Rosart@slcschools.org.
- All pre-existing volunteer guidelines will continue to be followed.
 - All building volunteers must check in and out at the office through the kiosk and receive a name badge.
 - Volunteers who will be working with students out of view of the teacher or school staff must have a check mark on their printed badge indicating they are permitted to work independently with students.
 - Volunteers must adhere to all district guidelines outlined in [Policy C-1](#).

Field Trip Volunteers:

Volunteers needed for approved field trips must follow protocols and have a completed background check.

Background Check Process:

Any volunteer, at any time, can access the volunteer form from the [Volunteer Button](#) on the district website.

There are six required fields on this form:

1. School
2. Unsupervised access question
3. Contact phone number
4. First name
5. Last name
6. Email address

If the volunteer answers “No” to the **unsupervised access question**, the application will return to the previous page after the submit button is clicked. If the volunteer answers “Yes” to the question, the application will open the page for Utah Code 53E-6-401. On this page, the volunteer is presented with the following question:

“Have you held a paid position in the last three years where you have had unsupervised access to students or children (both under 18)?”

- If the volunteer answers “No,” then all the required fields are filled in (with N/A), and the volunteer is sent the information to participate in fingerprinting at the Liberty Community Learning Center.
- If the volunteer answers “Yes,” then the volunteer will be required to fill in the information.
- Once the information has been filled in, the principal will receive an email with a link to fill in the Utah Code 53E-6-401 information regarding work references.
- Once the principal answers and approves the work reference questions, an e-mail is sent to the volunteer, informing the volunteer to schedule an appointment with Madison Rosart to be fingerprinted. An e-mail is also sent to Madison.Rosart@slcschools.org to notify her that the volunteer will be scheduling an appointment for fingerprinting.

Fingerprinting is done by appointment only.

Appointments are available:

Monday and Wednesday 9:00 am-12:00pm

Tuesday and Thursday 1:00am-3:00pm

This process usually takes no more than 20 minutes.

Every volunteer who has been fingerprinted and approved will be identified in your building by a check mark on their volunteer badge.

Please contact any the following employees if you have additional questions about volunteer background checks:

- Madison Rosart, Madison.Rosart@slcschools.org, 801-578-8184
- Mariela Miranda, Mariela.Miranda@slcschools.org, 801-652-8053

Sincerely,

James E. Yapias
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