



Dear Potential Volunteer:

We appreciate your willingness to work with our students at Ionia Public Schools. We believe that working together with the community, we can make a difference in each and every student. While focusing on the students' education, we must also ensure the safety of all our students. **Volunteers are required to complete an application. Each volunteer who applies will have a background check conducted by I.P.S. in collaboration with the Michigan State Police data bank ICHAT.** The information on the attached application will provide the necessary information. The volunteer is verified for one calendar year from the time of review. We look forward to developing the youth of Ionia Public Schools to continually strengthen our community.

Thank you again and if you have any questions please feel free to contact me or any of our building administrators.

Sincerely,

Wayne Piercefield

Wayne Piercefield III
Associate Superintendent of HR & Student Achievement

***Retain this sheet to ensure that you have completed all required steps**

1. Complete a Department of Human Services Clearance form (1929) and submit it to the local DHS (920 East Lincoln Avenue, Ionia MI 48846).
2. Bring the DHS written response to your request to the office of the school in which you are requesting to volunteer. (This response may take up to 10 days to process)
3. Complete the Ionia Public Schools Volunteer Application. (1 person per application)
4. Have the staff member who is sponsoring you sign the form and submit it to the principal.
5. You will be notified by the sponsoring staff member if you are approved to volunteer.