



VOLUNTEER PROCESS

VOLUNTEER: A person providing a volunteer service within a Child Serving Entity and has direct access to children pursuant to their duties assigned.

Examples: Classroom and Field Trip Chaperones, Coaches, Performers, Tutors

VISITOR: A person attending an event of a school or district where attendance is encouraged but not required. No duties are being carried out, therefore they do NOT need a volunteer packet.

Examples: School Concerts, Graduations, Sporting events, Classroom events

1

- Volunteer picks up a packet from any BSD school or downloads it from the BSD website.
- Volunteer fills out documentation, and schedules background check appointment through IdentoGo
- Volunteer completes the background check, and provides completed packet and receipt to the school secretary

2

- School secretary reviews the information to ensure all documents are signed and correctly filled out.
- Secretary prints out an e-School snapshot confirming the prospective volunteer is an approved contact for any of the children listed (if applicable).

3

- School secretary submits the packet to the school principal or designated supervisor for building-level approval.
- Secretary sends the packet to BSD Human Resources for processing and final approval.
- When the packet reaches BSD Human Resources, the Child Protection Registry (CPR) clearance is initiated through DSCYF (Department of Services for Children, Youth, and their Families).

4

- Once the CPR clearance comes back favorable, results are printed and included with the volunteer packet.
- Volunteer can be cleared to offer services and their name is added to the prospective school's Google sheet. An email is sent to secretaries and administrators of the school with this information.
- Volunteer may begin providing services once notified by their prospective school.

FOR QUESTIONS AND MORE INFORMATION CONTACT

Jennifer Peralta-Marbah

(302)793-5009 jennifer.peraltamarban@bsd.k12.de.us