



## Volunteer Information and Application Process

- A **volunteer** is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel and have direct access with students. Volunteers will normally work with students under the immediate supervision and direction of a professional staff member.
- A **visitor** is any person that visits a school or facility in a seldom or infrequent manner, including chaperones for daylong field trips when requested by a teacher.
- Volunteers may accompany students on extended or overnight student trips/competitions, or have unsupervised interactions with students **ONLY** if they complete the entire [Volunteer Application Packet](#)
- Criminal background checks (CBC) are conducted by the Delaware State Police through Identigo.
  - Volunteers requiring a CBC who serve consecutive years only need a new CBC every 5 years but will be required to complete the following on an annual basis:
    - Renew a Child Protection Registry (CPR) Check
    - Renew the Volunteer Disclosure Form
  - Volunteers currently employed by other State of Delaware agencies that require a CBC, may request that their agency send to the Caesar Rodney School District a written letter, signed and dated by their agency, indicating the volunteer is currently employed “in good standing” in lieu of the CBC, or a certified copy of the CBC from that agency. This letter can be attached to the [Volunteer Application Packet](#)
- All NEW volunteers (to include those whose RAPTOR clearance will be expiring) should complete the packet and all its contents. This includes:
  - Criminal Background Check (CBC)
  - Child Protection Registry (CPR) Check
  - Confidential Health Questionnaire
  - Volunteer Disclosure Form
  - Volunteer Confidentiality Form
- The School Administrator will determine if you need a volunteer packet or if you are considered a visitor to the school