



Dear Forest Lake Area Schools Community Education Volunteer:

Thank you for considering volunteering with Forest Lake Area Schools. We appreciate the time, energy and expertise you will share with our students.

Per School Board Policy 438, the school district shall require that FLAS Community Education volunteers, working with school-age children and/or vulnerable adults in settings where they are not directly supervised by FLAS Community Education staff, shall submit to a criminal history background check as specified by the school district. All FLAS Community Education volunteers must have an approved background check on file with the school district. The background check is valid for three years.

*Please complete the appropriate portion of the  
Auxiliary Volunteer Background Investigation Form then sign and date the bottom:*

**Option 1 - (On-Line) - Auxiliary Volunteer Request and Release Form for Background Investigation:**

This option is for those who are able to complete the process on-line.

After we receive the signed and dated Auxiliary Volunteer Background Investigation Form, you will receive an email from Trusted Employees with a link to their secure website to complete the background check application process. The cost is \$22.50.

**Option 2 - (If unable to process on-line) - Auxiliary Volunteer Permission and Release Form for Background Investigation:**

This option is for those who are unable to complete the process on-line.

A check in the amount of \$22.50 payable to FLAS Community Education must accompany the completed form and return to:

- FLAS Education Center  
c/o Tracy Angelo  
FLAS Community Education  
943 9<sup>th</sup> Ave SW (west parking lot – door 18)  
Forest Lake MN 55025

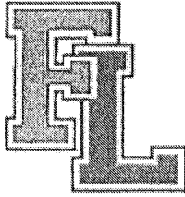
If you have any questions, please call Tracy Angelo at (651) 982-8110.

Thank you for considering volunteering in FLAS Community Education. We hope you have a wonderful and rewarding experience.

Sincerely,

Corey McKinnon  
Director of Community Education

8/23/2023



**Forest Lake Area Schools**  
*Inspire the Learner, Ignite the Potential*  
 6100 North 210<sup>th</sup> Street, Forest Lake, MN 55025  
 Ph: (651) 982-8116 / Fax: (651) 982-8114

In care of: Trusted Employees  
 701 5<sup>th</sup> Street South  
 Hopkins, MN 55343

### Auxiliary Volunteer Request Form for Background Investigation-Online

*Please print*

First Name	Middle Name	Last Name	Email Address
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Street Address	City/Town	State, ZIP Code	Phone Number
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School/Building \_\_\_\_\_

You will receive an email with the appropriate link to the secure website of Trusted Employees Employment Screening to complete a Background Investigation Authorization form and pay \$22.50 online.

### Auxiliary Volunteer Permission and Release Form for Background Investigation (If unable to process online)

*Please print*

First Name	Middle Name	Last Name	Former Name(s)/Alias & Date of Change	Gender
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Street Address	City/Town	State, ZIP Code	Phone Number
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Social Security Number	Date of Birth (Month/Day/Year)	Email Address
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School/Building \_\_\_\_\_

I hereby authorize Forest Lake Area Schools to obtain the following information in connection with my application for volunteering, or, if accepted, at anytime during my volunteering: criminal and/or motor vehicle records, Minnesota Bureau of Criminal Apprehension criminal history as provided for in Minnesota Statute 123B.03, consumer investigative reports including credit reports obtained through a consumer reporting agency, personal references and other related data provided on this application. By signing this form you are allowing the above named company/individual to access any data maintained in these files which applies under the statute and authorize this background check to be performed. I acknowledge that Forest Lake Area Schools has informed me that it may make use of this information in evaluating my application for volunteering, and in Forest Lake Area School's decisions regarding volunteering, retention, and other terms and conditions of my volunteering with Forest Lake Area Schools. I hereby authorize Forest Lake Area Schools to make use of the above referenced information and release Forest Lake Area Schools and any entity that provides information to Forest Lake Area Schools from liability in connection with this information. Any acceptance of volunteering is contingent upon a satisfactory background investigation. I authorize the reinvestigation of any of the above information, at any time, during my volunteering.

I understand that a photocopy of this authorization would be accepted with the same authority as the original.

Would you like a free copy of the background investigation report obtained by Forest Lake Area Schools?  Yes  No

Signature \_\_\_\_\_ Date \_\_\_\_\_

Cost for the Auxiliary Volunteer background investigation is \$22.50. Attach check payable to Forest Lake Area Schools.