



Volunteering at Big Walnut Local Schools **Frequently Asked Questions Regarding Background Checks**

Is a background check required for the following?

Yes

- Chaperoning a field trip
- Providing learning support for a classroom
- Helping the classroom teacher with copying or classroom supplies within the building
- PTO volunteer work in the building
- Volunteering for a classroom celebration
- Helping to organize library books
- Helping to display student work in the halls
- Any activity where a volunteer is alone with a student or a group of students

No

- Having lunch with my child
- Attending a student performance
- Picking up my child from school
- Being a guest speaker in the classroom

How long will it take to get results from the background check?

The district recommends applying for a background check at least one week prior to volunteering. You will receive notice via email as soon as results are available and will be able to volunteer immediately upon receiving verification of a successful background check. You should receive your volunteer card by mail within 10 business days.

Do I need to sign in at the office if I have a successful background check on file?

Yes, you must always sign in at a building office as soon as you arrive.

Do I need to wear a visitor badge if I have a successful background check on file?

Yes, you must wear a visitor badge at all times when visiting a building.

Does any criminal record prohibit me from volunteering?

No, disqualifiers generally include convictions of a misdemeanor or felony. Infractions such as traffic violations will most likely not prevent a person from being a volunteer.

Can I use the results from a previous background check instead of going through the district's process?

No, volunteers must apply through the district's background check system.



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How often do I have to complete the background check?

Volunteers must reapply every three years.

Can I dispute information found on my background screen?

There are multiple ways a dispute can be submitted. You can [visit the BIB online dispute resolution center](#) to submit a dispute, or if you prefer to dispute your report directly with a Dispute Resolution Partner, you can do this by calling 877-439-3900. If a submitted dispute is verified, your report will be resubmitted to the district for review.

How much does the background check cost?

The district will pay the majority of the cost. Volunteers are only charged \$5.00 for the background check, which is payable by credit/debit card when completing the online application.

What if I have a financial hardship and am unable to pay my share?

Families who need financial assistance may contact Claire Paul in Human Resources at clairepaul@bwls.net or 740.965.7845.

What if I lose my card?

Use [this link](#) to request a replacement card. A small fee may be required for replacement cards.