Barre Unified Union School District

Spaulding High School
Spaulding Educational Alternatives
Barre City Elementary and Middle School
Barre Town Middle and Elementary School

Superintendent of Schools

A rock solid education for a lifetime of discovery

120 Ayers Street, Barre, VT 05641

Phone: 802-476-5011
Fax: 802-476-4944 or 802-477-1132
Website: www.buusd.org

Procedure for Approving Volunteers

There are a small number of people that work within our member schools that are not employees of the district; included within this group are Volunteers.

We require Volunteers to complete paperwork to authorize background checks and obtain criminal records (which entails getting fingerprinted by the state). Even though Volunteers are not employed by the district, they must undergo the same criminal background checks as our employees per the District's policy.

We request that the approving school provide the Volunteer with a copy of the *Volunteer Handbook* from the buusd.org website.

PROCEDURE:

- The *Volunteer Application Form* can be requested from the Volunteer Coordinator at each location in the District, and the names and contact information for those individuals can be found here: https://www.buusd.org/volunteer. The Volunteer themselves will be responsible for fully completing the form, before handing it back to the Volunteer Coordinator.
- The requesting Teacher will then sign it in the *Internal Use Only* box and pass it up to their School Administrator to approve and sign in the same box as well.
- After the School Administrator has approved & signed, they will forward it to Human Resources at hr@buusd.org.
- Once the Human Resources Assistant has received the Volunteer Application, they will then reach out to the prospective Volunteer with all the necessary information and paperwork for background checks.
- Upon completion of all paperwork and background checks, HR will inform the corresponding school & appropriate individuals that the Volunteer is ready to begin volunteering, and will also add their name to the appropriate access lists to be allowed admittance into the school building(s).