# Volunteers Process and Procedures

## OVERVIEW

We are excited to have you volunteer with us in Pattonville. This process and procedure outlines the necessary steps that are required in order to be a volunteer.

## SPECIFICATIONS

Most volunteer opportunities require the potential volunteer to pass a background check. The background check has two parts:

- Missouri Automated Criminal History System Fingerprinting
    - Requires registration and an appointment at an IdentoGO location
    - The cost is $44.00 as of September 2026
- Family Care Safety Registry
    - Requires submission of social security number to Pattonville Human Resources
    - The cost is $15.55 as of September 2026

**Note:** Pattonville School District will reimburse volunteers for half of the cost of the background check once paid receipts have been provided to Danielle McFadden in the Human Resources Center.

**Here are some examples of volunteers who <u>DO</u> need to complete the background check requirements:**

- Volunteers whose work requires the volunteer to be alone with a student(s)
- Volunteers who will be off campus with students where the volunteer is directly supervising students without the support of a staff member. This includes chaperoning a field trip.
- Volunteers helping with a before/after school club or student organization without staff supervision

**One example of volunteers who <u>DO NOT</u> need a background check:**

- Classroom party volunteers

**First Step in Becoming a Volunteer:**

If you plan to volunteer in a role requiring a background check, you will need to submit a volunteer request form by clicking HERE.

After submitting a form, Danielle McFadden will email you the details on how to complete the background check.

Volunteers that successfully pass both parts of the background check will be notified in writing. Please note:

- It can take 5-7 business days for the district to get the results.
- If you do not complete the fingerprints at a minimum of 5 days before the event you want to support / attend then it will delay you from attending the event.
- The results of the background check will remain confidential and will only be reviewed and evaluated by designated staff in the Human Resources Center.
- Volunteers that have a potential background check issue will be contacted by the Human Resources Center to discuss the matter.
- All volunteers that pass the background check will be notified that their name will be added to a district database available to school administrators and secretaries.

For any questions or concerns, please contact Danielle McFadden at mcfadded02@psdr3.org or at 314-213-8065.