

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 3135
BUSINESS, NON-INSTRUCTIONAL

VOLUNTEER PERSONNEL

In an effort to reduce obstacles towards volunteerism in the schools and classrooms of Humboldt County School District, the Board of Trustees developed a process, in collaboration with local Law Enforcement, to facilitate parental involvement. Based upon a modification to the process finalized in October of 2014, and for the ease of understanding the steps to volunteerism, the following process is defined.

Upon expressing interest in volunteering within a school or schools within Humboldt County School District, the parent/guardian/community member will:

- 1) Obtain, review and complete the following documents obtained from the school site:
 - a. Volunteer Application
 - b. Confidentiality Agreement
 - c. Volunteer Code of Contact
 - d. Volunteer Flyer
 - e. Volunteer Verification
 - f. List of Approved Documents required by Law Enforcement
- 2) Upon completing items (a), (b) and (c), the documents are submitted to the school site who will forward them to the District School Resource Officer
- 3) The interested party takes documents (d) and (e) to the Winnemucca Police Department to have "Live Scan" fingerprints obtained
- 4) Results of the fingerprint scan are reported to the District School Resource Officer in approximately one week, at which time the school is notified of clearance
- 5) The school resource officer sends a copy of documents to the district for filing

In order to expedite the process, packets will be developed at each site to address requirements under sections 1. Fingerprinting will be at no cost for potential volunteers through the "Live Scan" system.

For potential volunteers that would prefer to be fingerprinted at the Sheriff's office, at the time of this policy, no "Live Scan" system is available. Candidates will be required to take a Fingerprint Card to the fingerprinting. Though the cost of the fingerprinting is at no charge, processing will require a payment of \$18 based on a manual review by the State Agency.