



Secretary

Helena Public Schools (HPS)

Secretary Steps for Volunteer Eligibility & Fingerprinting Checklist

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This checklist outlines the required steps for volunteers to become eligible to work with students.

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### **Step 1: Determine Fingerprinting Requirement**

**Will the volunteer:**

- **Work one-on-one with students?**
- **Attend or assist with field trips?**

**→ If YES to either:**

**Fingerprinting and a background check are required.**

**→ If NO:**

**Fingerprinting is not required if the volunteer is:**

- **Assisting with classroom parties**
  - **Helping during recess with staff present**
  - **Supporting class projects with staff always present**
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### **Steps for Volunteers Requiring Fingerprinting**

#### **1. Complete Required Form**

- Volunteer fills out the Applicant Rights and Consent to Fingerprint form
  - Emails the completed form to [jyoung3@helenaschools](mailto:jyoung3@helenaschools).
  - Jacque will email the Volunteer Verification Form and the DOJ Scheduling Document to the volunteer.
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#### **2. Obtain Volunteer Verification Form Volunteer Verification Form and DOJ Scheduling Document**

- **Important:**  
HR emails the Volunteer Verification Form and the DOJ Scheduling Document once consent is obtained.
    - Volunteer follows directions for fingerprinting
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#### **4. Background Clearance & Approval**

- HPS Human Resources will review the results
- Once approved, the volunteer will be added to the district-approved volunteer list
- This list is accessible to all school secretaries
- **HR will not contact the volunteer with the results.**

Validity:

Background clearances are valid for five (5) years and expire on June 30 of the final year

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#### 5. Follow-Up (If Needed)

- If clarification is required, Human Resources will contact the volunteer directly
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### **Helena Public Schools**

Human Resources Department

*Working together for student success*

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*Questions? Contact*

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