

Volunteer Procedures

“Volunteer” (as defined by the Washington South Supervisory Union): An individual who regularly helps staff and/or students in the school(s). A volunteer must be supervised by an employee at all times, unless they have completed a full fingerprint-supported Criminal Record Check.

- 1) Interested persons fill out pertinent information for:
 - a. Volunteers (Supervised by Employees)
 - i. Volunteer Information Form
 - ii. “Name and Birthdate” CRC
 - iii. Child/Adult Abuse Registry Check
 - iv. Name is checked on the Vermont Sex Offender Registry
 - b. Volunteers (Unsupervised and who will be alone with children)
 - i. Volunteer Information Form
 - ii. Fingerprint-supported background check (*Fee for fingerprinting is covered by the classroom/department budgets*)
 - iii. Child/Adult Abuse Registry Check
 - iv. Name is checked on the Vermont Sex Offender registry
- 2) Building Secretaries submit the information to the Building Principal for approval.
- 3) Building Principal reviews requests, completes and signs off on the Volunteer Information Form.
- 4) Approved forms are sent to the Executive Supervisory Union Assistant (ESUA) in the WSSU Office.
- 5) Once all background checks have been cleared, the ESUA will contact the Designated Building Secretaries to let them know the volunteer is cleared. If there is a criminal record, the Superintendent may meet with the individual and determine eligibility.
- 6) Field Trips: *Please see Field Trip Procedures for further information regarding background check requirements.*