

Volunteer Welcome Letter

Here at WCSU we take the safety of our children very seriously. Pursuant to the passage of S. 13, an act related to improving Vermont's sexual abuse response system, the Washington Central Supervisory Union Board of Directors developed a "Volunteers and Work Study Students Policy", and a "Volunteers & Work Study Students Procedures".

As a result of these policies and procedures, our supervisory union will be conducting certain background checks and registry searches.

Volunteer positions not requiring criminal record checks will be considered Level 1 and volunteer positions requiring record checks are considered Level 2.

Level 1: The screening process will include a check of the name of the volunteer through the Vermont Internet Sex Offender Registry to determine if there are convictions against the person. In addition the name will be checked through the Vermont Agency of Human Services for checks against the Vermont Child Abuse & Neglect Registry and the Vulnerable Adult Abuse and Neglect Registry to determine if there is a substantiated claim against the person.

A person who is on the Vermont Internet Sex Offender Registry shall not be eligible to be a volunteer. A person found to have a substantiated claim on either of the other registries will be able to appeal their listing on either of these registries to the Agency of Human Services. The volunteer will not be allowed to volunteer as long as their name remains on the registry.

Level 2: This is typically for volunteers who will work with/accompany students in an overnight or any other unsupervised setting as determined by the principal.

These volunteers will be required to have all of the checks described in Level 1 AND they will need be fingerprinted and have a National Child Protection Act (NCPA) check through the Vermont Criminal Information Center (VCIC).

The superintendent shall maintain such records in accordance with the state law.

VOLUNTEER APPLICATION FORM
WASHINGTON CENTRAL SUPERVISORY UNION

CALAIS Elementary School

For School Use Only:
<input checked="" type="checkbox"/> Level 1
<input type="checkbox"/> Level 2

THANK YOU for your interest in and willingness to volunteer at our school. We VERY much appreciate all the support the volunteers lend to our school community; you truly make our school what it is. We also appreciate our role as guardians of the children. Thus, we ask that all volunteers complete the following application to help us ensure the safety of our children. The completion of this form is required prior to having volunteers work with any of our children. The names of all volunteers are checked against the Vermont Internet Sex Offender Registry, the Vermont Child Abuse and Neglect Registry and the Vermont Vulnerable Adult Abuse and Neglect Registry. For some volunteer positions there is also a required criminal record check with the Vermont Criminal Information Center under the National Child Protection Act (NCPA).

All information is reviewed by the principal and will be kept strictly confidential. **PLEASE PRINT**

APPLICATION DATE: _____ NAME: _____

LIST ANY OTHER NAMES (ALIAS) YOU HAVE USED: _____

MAILING ADDRESS: _____

_____ E-MAIL: _____

TELEPHONE: _____ CELL PHONE: _____

BACKGROUND

Have you ever been convicted of a crime or misdemeanor? _____

Have you ever entered a plea of guilty or nolo contendere to a felony or misdemeanor charge? _____

Are there any charges pending against you in any jurisdiction at this time? _____

If the answer to any of the above questions is "Yes," please explain the circumstances of the conviction fully, including the specific charge, date, location of the offense and the court, and disposition of court proceedings. Attach a separate piece of paper if necessary.

REFERENCES

Please list name, address and phone number of at least three references (or attach letters of references):

1. _____

2. _____

3. _____

I hereby state the information contained on this form is complete and accurate.

I hereby give my permission for the WCSU to perform all background checks required by law or board policy.

Applicant's signature

Date

