



NYE COUNTY SCHOOL DISTRICT

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NCSO Volunteer Program Procedure

Please direct volunteers to complete the volunteer packet found on the NCSO website here:

[NCSO Volunteer Program Procedure](#)

The Volunteer Packet includes:

- ❖ Volunteer Handbook and Acknowledgment
- ❖ Volunteer Application and Confidentiality Agreement
- ❖ Fingerprint Instructions and Civil App Waiver
- ❖ Vector Solutions-SafeSchools Instructions

Please submit the volunteer packet to the NCSO Human Resources Office, including:

- ❖ Valid driver's license or state-issued identification card (front and back) and Social Security card
- ❖ Money order in the amount of **\$32.75**, made payable to the Nye County School District (NCSO) for fingerprinting; we also accept credit card payments via My School Bucks for **\$34.07** (there is a small processing fee). **NCSO is not able to accept a personal check or cash**
- ❖ Fingerprint Request Form after completing fingerprinting at the NCSO

Once these steps are completed, HR will create a volunteer badge, register the volunteer in Volgistics, and notify the requested school(s).

Should you have questions about the volunteer process, please contact hr@nyeschools.org.

All volunteers are required to be fingerprinted

*In an effort to ensure the safety and protection of our students and staff at all of our sites, a reminder and updated volunteer paperwork was provided to NCSO Administrators during an Admin Meeting held on December 5, 2024.

**To encourage parent involvement, Karen Holley is actively seeking grant funding to cover the cost for volunteer fingerprinting beginning the 2025-2026 school year.