

Volunteer Criminal History Background Checks

Recognizing our responsibility to ensure the safety and security of our students and everyone connected with the Buffalo-Hanover-Montrose Schools, we will begin the practice of requiring criminal history background checks for school volunteers and chaperones. Any volunteer or chaperone supervising students or responsible for them will be required to have a background check. The cost of this background check is \$19.95 and is paid by the person requesting to volunteer in the District. Potential volunteers/chaperones will need to fill out a Volunteer Background Authorization Form and attach a check made out to ISD 877. This can then be given to the school secretary for processing. If a background check has already been done for the District at another school, an additional background check will not be needed. You can pick up a form in any school office or access it from your school's website.

Parents and volunteers will only need to complete one background check which will be good for the entire time that their children are attending a district school. Applicants will be notified if they are not eligible to volunteer. Any questions can be directed to the building principal.

The background check will include a county, state and national search. If you have been charged or convicted of anything, please answer yes to this question on the consent form and give specifics. If something shows up on the Criminal Background Check and you did not answer yes, even if it was dismissed, it may prevent you from volunteering. Final approval will be up to the building principal.

**Volunteer Background Authorization Form
Independent School District #877
Buffalo-Hanover-Montrose**

The Fair Credit Reporting Act requires that we inform you that a background investigation may be conducted as part of our volunteer screening process. This may include an inquiry to obtain information regarding your police record, and or motor vehicle record. The primary objective of any investigation will be to verify information you provided on your application or during the review process in connection with your interest in volunteering in District 877. Upon timely written request to our school office, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the report (if one is made) will be provided to you. The items of information requested below are required to process your background investigation. They are intended solely for that purpose and will not be used in a discriminatory manner.

Please attach cash or check payable to ISD #877 in the amount of \$19.95 for the cost of the background check.

Please clearly print all information

Date of Birth: _____/_____/_____ (Month, Day, Year)

Social Security # _____/_____/_____

Name _____ (First Middle Last)

Home/Cell Phone # _____

Residence Address:

Street Address City, State & Zip Code County from Mo. /Yr. To Mo./Yr

Have you ever been **charged or convicted** of a misdemeanor or felony crime? Yes ____ No ____

If yes, please explain in some detail, including what county and state, and in what year:

I hereby authorize Buffalo-Hanover-Montrose School District to do a county, state and national criminal background check, without any reservation, to investigate my background as it pertains to information contained in public records, including, but not limited to, criminal, and motor vehicle data. I hereby release all persons, companies or other entities furnishing such information from liability and responsibility in connection herewith. I further authorize ongoing procurement of the types of reports mentioned herein at any time during my volunteering with the district. A photocopy of this document may be substituted for the original.

Signature _____ Date _____/_____/_____