

## **Volunteer Screening Frequently Asked Questions**

**Q: Do I have to fill this paperwork out here?**

**A:** No, you may take the paperwork home with you and return it to your school. Please have your picture taken while you are here. If we do not have a photo you may receive a smiley face badge until your photo can be taken at the school.

**Q: Do I have to be a documented United States citizen to volunteer?**

**A:** No. We do not ask about citizenship and it is not a factor in volunteering. In order to volunteer in Reynolds School District you need to complete a criminal history screen. You can use anyone of the following identifications.

- A valid state issued identification card
- A driver's license from any State

**Q: What if I don't have state issued identification card?**

**A:** You are not required to give your social security number. The company we use can screen your criminal history using other information, such as your birth date or address. If a match of records can not be made using your birth date, name and address you may be excluded. Not having a state issued identification is not a problem as long as the other information results in locating your criminal records. **You are NOT required to provide your social security number.**

**Q: If I already have my volunteer badge for another School in the District do I need to re-apply?**

**A:** No, you do not have to re-apply but you will want to add your name to the list for the additional school. Just tell the person who is registering volunteers or the school secretary. We will notify the new school of your current status and send paperwork for them to have on file for you. This will enable you to be able to volunteer in more than one school.

**Q: If I am a Reynolds School District Employee, do I need to apply?**

**A:** Yes, all employees are required to apply for volunteer status.

**Q: I have been fingerprinted for another job, why do I need to do this again?**

**A:** We can not use fingerprinting. Oregon schools can only fingerprint employees. Even if you have had that done for Reynolds or another employer, finger printing is not accessible. All of the volunteer and employment records are confidential. We can not access your employment status. In order to be fair and consistent, we are using the exact same screening process and criteria for all volunteers. Everyone must go through the same steps.

**Q: I filled this paperwork out at Multisensory Learning Academy, SUN, SMART, etc. Why do I have to fill it out for you too?**

**A:** Reynolds School District is responsible for activities that occur on our property with our students. We want to have a screening process that screens everyone.

Charter Schools or other programs do not use the same screening process that we do. As we continue the screening process we will work with our partner programs to make a seamless process. Our first step is to register all of our volunteers.

**Q: Why can't I apply online?**

**A:** We value our volunteers and want to meet you and know who you are. Online applications may be available in the future as part of our new websites. For now, we want to get started with a paper process to which everyone has equal access.

**Q: If I have a criminal record will I be able to volunteer?**

**A:** Anyone with a criminal record can expect to be called for an interview. The screening process is designed to protect our students and manage risk. You may be restricted from some activities, such as handling money or driving. The nature of the crime, circumstances and the length of time since the incident occurred are considered in the screening process.