

Background Check Documentation Process for Volunteers

The following documents must be completed by the volunteers:

- Applicant Disclosure and Authorization Form (Criminal Background Check)
- Temporary Employment/Volunteer Agreement Form
- Volunteer Services Agreement Form (2 pages)
- Nebraska DHHS Central Registry Check completed Online (Link will be provided to Volunteer by HR)

Volunteers must be willing to provide driver's license and social security card information when completing forms.

Completed paperwork can be sent to Mary Eledge at the Administration Office.

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Volunteers

Volunteers provide valuable assistance to school district staff and enrich the education program. Community members are encouraged to volunteer their services to the district under the conditions set forth below.

1. Volunteers must provide the district with directory information including their name, address, and telephone number.
2. Upon request by the district, volunteers must promptly execute a Volunteer Services Agreement.
3. The district may, but is not required to, conduct a criminal background check on any volunteer. A potential volunteer who refuses to undergo a background check will not be permitted to volunteer for the district.
4. Volunteers shall not perform the duties of a teacher as that term is defined in Nebraska statutes or regulations.

Adopted on: July 25, 2016

Revised on:

Reviewed on: July 25, 2016



APPLICANT DISCLOSURE AND AUTHORIZATION FORM

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

[Employer] ("The Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history including current position, worker's compensation injuries, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report conducted by [One Source The Background Check Company, PO Box 24148, Omaha, NE 68124, 1.800.608.3645, www.onesourcebackground.com]. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manners of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

PLEASE PRINT LEGIBLY

Last Name: _____ First Name _____ Middle _____

Other Names/Alias: _____

*Social Security #: _____ *Date of Birth (MM/DD/YYYY): _____

Driver's License #: _____ State of Driver's License: _____

Present Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

All Previous Addresses in the Last Seven Years

Signature: _____ Date: _____

**This information will be used for background screening purposes only and will not be used for any other purpose.*

Ralston Public Schools

Volunteer Services Agreement

This volunteer services agreement, referred to herein as the "Agreement," is made by and between Ralston Public Schools, (Douglas County School District 28-0054), (the "District") and _____, (the "Volunteer").

The District agrees to allow the Volunteer to perform the duties of _____ and the Volunteer agrees to perform such duties subject to the terms and conditions set forth below.

- 1. Purpose of the Agreement.** The purpose of this Agreement is to describe the conditions for a person who wishes to act as unpaid volunteer providing services to the District. This Agreement does not establish any employer-employee relationship between the parties.
- 2. Nature of Relationship; Duties of Volunteer.** The Volunteer's provision of services to the District under this Agreement is charitable. The Volunteer's duties and services are subject to approval by the Superintendent or the Volunteer's supervisor. The Volunteer agrees at all times to perform all of his or her duties faithfully, industriously, as directed and to the best of his or her ability, experience and talents.
- 3. Days and Hours of Service.** The Volunteer's days and hours of service shall be agreed upon and approved by the Superintendent or the Volunteer's supervisor.
- 4. Compensation.** The Volunteer shall not receive any compensation for his/her services. District representatives have not made and shall not make any promises or inducements to the Volunteer for providing his/her services. Further, as the Volunteer is not an employee, the District will not provide him/her with unemployment compensation insurance, or any fringe benefits.
- 5. Expense Reimbursement.** The District may reimburse the Volunteer for actual expenses which he/she incurs in providing services as long as the expenses were pre-approved by the Superintendent or the Volunteer's supervisor. Any expenses claimed that were not pre-approved may not be processed. All approved reimbursements will be processed using the District Reimbursement Guidelines outlined in Appendix A of the Staff Handbook.
- 6. Policies, Rules and Regulations.** The Volunteer shall be governed by Board of Education policies, District's rules and regulations, and supervisors' directives. Board of Education policies and District rules and regulations may be changed at any time, with or without notice to the Volunteer.
- 7. Termination of Services.** This Agreement creates no property right for the Volunteer. Either may terminate services, with or without cause and without a hearing, upon giving notice. The Superintendent may, act upon his or her own initiative; terminate the Volunteer's services and this Agreement. Such termination will be effective upon the date of the issuance of the notice. Provision or receipt of notice by the Superintendent shall be reduced to writing and attached to the District's copy of this Agreement.

8. **Background Check.** The Volunteer asserts that she or he has never been charged with or convicted of any misdemeanor involving moral turpitude or any felony, or has disclosed in writing to the District administration details about any such charge or conviction. The Volunteer consents to, and agrees to cooperate fully in, any background check conducted by the District. This background check may include obtaining a report from a reporting agency that may include information concerning my criminal history. By providing the information requested below and signing this Agreement, I consent to the District conducting a background check.

9. **Mandatory Reporting.** Volunteers are required to report to the Superintendent the next working day or the next scheduled time for volunteering any violation, arrest, charge, or ticket relating to abuse, neglect, or endangerment of a minor, or when a minor was allegedly a victim or a witness, or any crime relating to alleged violence, force, coercion, or any acts of sexual misconduct.

10. **Confidential Information.** The Volunteer may have access to certain student information while providing services under this Agreement. The Volunteer understands that state and federal law prohibits the disclosure of student records or information about students to any person other than the student's parents or the District's teachers, counselors, or administrators. The Volunteer understands that unauthorized access, use, disclosure, or modification of student records or confidential information will result in the immediate termination of this Agreement and may result in other consequences imposed by law.

11. **Entirety of Agreement and Amendments.** The Volunteer has read the entirety of this Agreement, fully understand in terms and conditions, and agrees that this Agreement constitutes the entire agreement, and that no representations, promises, agreements or undertakings, written or oral, not herein contained shall be of any force or effect. This Agreement shall be subject to modifications only by a written instrument signed by the Volunteer and the Superintendent.

12. **Applicable Law.** This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

 Volunteer (Signature)

 Superintendent or School Representative (Signature)

 Date

 Date

 Name (Please Print)

 Date of Birth

 Address

 Telephone Number

 E-mail Address

Temporary Employment/Volunteer Agreement

To help ensure the safety of our students and staff members, any individual who is interested in accepting temporary employment or interested in serving in a voluntary, non-paid capacity with the Ralston Public Schools is asked to complete the following agreement.

By signing this document, I understand the district will conduct a background check with law enforcement agencies and the Nebraska Department of Health and Human Services upon receipt of this agreement. This information will be used for background screening purposes only and will not be used as hiring criteria.

I further understand that the results of my background check must be satisfactory to the district before accepting any temporary employment or agreeing to service in a voluntary, non-paid capacity with the Ralston Public Schools.

Applicant/Volunteer Printed Name

Applicant/Volunteer Signature

Signature of Witness