



JOHN BEIGHT
Executive Director of Human Resources
2450 Lancaster Drive NE, Suite 100 • PO Box 12024 • Salem, Oregon 97309-0024
503-399-3061 • FAX: 503-391-4089 • TDD 503-399-3061
Christy Perry, Superintendent

Dear Volunteer Applicant:

Thank you for your interest in volunteering in Salem-Keizer Public Schools!

To help protect the safety and welfare of students and staff, the District conducts criminal history checks on all employees, volunteers, contractors and students who work with or around school children. Criminal history checks must be completed through the Salem-Keizer School District; we do not accept verification from any other source.

Criminal history forms are required for people involved in but not limited to the following activities: coaching or advising, assisting with before or after school programs, assisting with camps (including but not limited to athletic, music or drama), mentoring, tutoring, interning or student teaching, assisting in the classroom or school office, or chaperoning. In accordance with Administrative Policy PAP-A003, any person volunteering in any capacity with the Salem-Keizer School District is required to complete the criminal history check process. This includes volunteer activities that occur in person as well as those that occur virtually through the District's electronic platforms.

There are several steps to becoming a volunteer:

1. Volunteer applicants are encouraged to complete the criminal history form online. This is the quickest way to get your information processed and approved. The form is accessible from the Salem-Keizer School District website: www.salemkeizer.org. Click on the "volunteer" tab in the top right corner and then click on "Fill Out the Online Volunteer Form".

If you prefer, paper criminal history packets are available at the school/location where you would like to volunteer and on the [District website](#). Complete the packet and return it to the school or to our Human Resources Department. Please ensure that all sections of the form are accurate and complete. Incomplete forms will be returned, rejected or delayed in processing.

2. If you apply online and provide an email address, the District will send an email notifying you when your application has been received by Human Resources staff and a second email when your volunteer application has been approved.
3. If your application requires further evaluation, you will be contacted by mail, email or phone in order to discuss the next steps in the approval process.
4. Staff at the school/location where you would like to volunteer will be able to verify when you are cleared to begin volunteering and can answer any questions you might have regarding the volunteer process.
5. As the approval process can take several weeks, you are encouraged to complete the paperwork early.

Please be assured that all information is handled in a professional and confidential manner. Feel free to contact Human Resources at 503-399-3061 if you have any questions.

Sincerely,

Debbie Joa, Prevention and Protection Coordinator
Human Resources

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PAP-W010