

Commonly Asked Questions and Answers for Volunteer Applicants

1. Who must complete the Volunteer Criminal History Check Process?

To help protect the safety and welfare of students and staff, all volunteers must complete a criminal history check prior to beginning their volunteer service. Criminal history check forms are required for people involved in but not limited to the following: 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 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 volunteering that takes place in person or through the District's electronic systems.

2. Do Salem-Keizer students need to complete the criminal history check process prior to volunteering? Students (under age 18) need to complete the Student Criminal History Check form prior to volunteering with younger children. The form can be picked up from the school office or found online at: <http://salkeiz.k12.or.us/volunteering/#Student-Volunteer>. Completed forms should be returned to the student's teacher, the school office, or the school administrator.

3. Can I apply to volunteer online?

Adult volunteer applicants are encouraged to submit 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 an Online Volunteer Form". Don't worry if you do not have access to the Internet or would prefer not to complete the application online; we also accept paper criminal history check packets. Packets are available at the school/location where you would like to volunteer or on the District website: www.salemkeizer.org.

4. Are student teachers and interns required to complete the criminal history check process?

Yes. Even if a student teacher or intern completes a criminal history check through a university or licensing agency, they are required to complete a Salem-Keizer School District criminal history check prior to beginning student teaching. Please contact the Human Resources Department at 503-399-3061 for additional information.

5. When can a volunteer applicant begin to volunteer?

After completing the criminal history check process. An individual may not volunteer until final approval is given by Prevention and Protection/Human Resources staff. As the process

can take several weeks during peak times, volunteers are encouraged to submit paperwork early.

6. What happens when a Criminal History Check Packet is incomplete?

Please ensure that all sections of the form are complete. Forms that are incomplete or inaccurate will be returned, rejected or delayed in processing.

7. Does the applicant need to disclose their social security number?

No. Providing the last four digits of your social security number on this form is voluntary. If for any reason we are unable to complete the criminal history check, we may ask you to provide additional means of identification. If you do provide your social security number, it will be used to ensure you are not misidentified. Your social security number will be used only as stated above. State and Federal law protects the privacy of your records. Student volunteers (under age 18) do not need to provide a social security number or driver license number on their application.

8. How do I find out if my criminal record will permit me to volunteer?

First you must submit a criminal history form (either online or a paper form). You will be notified via telephone, mail, or email if your application requires additional review. If you would like to discuss your situation prior to submitting a criminal history form, please contact the Human Resources Department at 503-399-3061.

9. Who should I contact if I have any questions about the process?

Please feel free to contact the school where you wish to volunteer or contact the Human Resources Department at 503-399-3061.