

## **Volunteering in the Schools**

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As a Volunteer in Royal Oak Schools, you are a welcome addition to our school community! Volunteers play an important role in the success and well-being of our students, our programs, and our schools. Prospective Volunteers in Royal Oak Schools should first talk to the Building Principal about the specific needs for volunteering in the school.

For occasional Volunteers, the Building Principal will provide building-specific information about volunteering.

For Volunteers who are in the building on a regular and continuous basis, as determined by the Building Principal, the following process must be completed after receiving the approval of the Building Principal, and prior to volunteering in the school on a regular and continuous basis.

- Complete a Volunteer Request Form for regular and continuous volunteering, obtained from the Building Principal, which allows the School District to conduct a Criminal History Screening
- Provide a Copy of Prospective Volunteer Driver's License
- The Building Principal will submit this information to the School District Human Resources for processing. Once the Criminal History Screening is completed, the Building Principal will be notified that the volunteer may begin volunteering in the school.

All overnight Volunteer chaperones for *overnight* field trips must have a Criminal Background Check, which requires fingerprinting. The Building Principal/Teacher must contact the Human Resources Office with names of all prospective overnight Volunteer chaperones when planning an overnight fieldtrip so that the appropriate arrangements may be made in advance of the trip.

Please note:

- All information from the Criminal History Screening/Background Check is kept confidential, and is not shared with the Building. If questions arise, the volunteer will be contacted by the Human Resources Office.
- Volunteer Request Forms for regular and continuous volunteering need to be completed annually for a prospective volunteer.
- Picture ID badges are not issued to volunteers. All Volunteers must always sign in at the main office and obtain a sticker name badge each time the check in for volunteering.



## Volunteer Request Form

(For regular and continuous volunteering)

As a prospective regular and continuous Volunteer of the Royal Oak Schools, I understand that it is the school district's policy to secure Criminal History information using the Internet Criminal History Access Tool (ICHAT) as part of the screening process using the information provided below. In addition to the Criminal History screening, Volunteer chaperones for *overnight* field trips must be fingerprinted. Fingerprint forms are available in the Human Resources Office (248-435-8400 X1210).

**PLEASE PRINT CLEARLY**  
**(All requested information must be completed)**

**NAME:** \_\_\_\_\_  
**FIRST** (as shown on your license)    **MIDDLE INITIAL**    **LAST NAME**

**DATE OF BIRTH:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**RACE** (required by the Michigan State Police): \_\_\_\_\_ **GENDER:** \_\_\_\_\_

**Maiden/Previously Used Name:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_

**Michigan Driver's License:** \_\_\_\_\_  
(COPY OF LICENSE REQUIRED-State ID not accepted)

**Prospective Volunteer For:** \_\_\_\_\_  
(Indicate: general volunteer, specific activity or field trip and dates)

<p><b>School where you will be volunteering:</b> _____</p> <p><b>Name of Teacher:</b> _____</p> <p><b>Name of Student (if different from yours):</b> _____</p> <p><b>Relation to Student:</b> _____</p> <p><b>EMAIL Address:</b> _____</p>
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I understand that the above information is required for completion of the ICHAT by the Central Record Division of the Michigan State Police. I authorize Royal Oak Schools to utilize the above information for the sole purpose of obtaining a conviction only criminal history file search.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_