



Volunteer Application Process

It is the policy of the Boise School District to make every reasonable effort to provide a safe learning environment for students working with volunteers.

Therefore, the District requires volunteers to complete an application that includes some confidential information from volunteers who will work directly with students and/or assist staff on a regular basis; supervise/chaperone students; or act as a primary authority figure.

The District **volunteer application** is available on the district web site in English and Spanish:

www.boiseschools.org/volunteer/volunteer.html; it is also available for download under “forms.”



The application asks for general information about a volunteer’s availability and skills, as well as provides a **Volunteer Disclosure Form**, and **District Receipt of Acknowledgement Form**. Many volunteers have served for a number of years and are well known by school principals and staff. The informational portion of the application (pp. 1-2) is primarily used for new or incoming volunteers. Principals may determine it is not necessary for some veteran volunteers to complete the first portion of the application, however, **the remaining pages are mandatory for service in the District.**

ALL District Volunteers, must complete the Volunteer Disclosure Form (p. 3) of the application and sign off on the District policies (p. 4) prior to beginning their service with the District.

Information provided on the Volunteer Disclosure Form will remain confidential. Applications may be kept in a secure file at the school and/or at the Boise School Volunteers District office.

Volunteer Background Check Process

In accordance with **Idaho Code 33-130**, all volunteers who work with students in **an unsupervised capacity and/or outside of the normal school day** are required to complete a Federal Criminal Background Check, or to be fingerprinted.

Volunteer experiences REQUIRING a fingerprint/Criminal Background Check:

- Overnight field trips
- Before/after school clubs, teams, etc.
- Non-paid Coaching or Assistant Coaching
- Driving students to practices or events on a continuing basis, on a regular schedule.



Volunteer experiences that do NOT require a fingerprint:

- Bringing in birthday treats or helping with a class party
- Assisting with a one-time school event
- Field trips of one-day length, starting during the school day
- Tutoring or Assisting students under the direct supervision of staff

School principals will determine if a volunteer meets the criteria for a fingerprint background check and approve all volunteers that will be fingerprinted at the District Service Center.

The fingerprint background check remains on file at the State Department of Education. If a volunteer remains active within the district during that time, they would not require an additional fingerprint to serve in an unsupervised capacity. This includes student advancement; parents fingerprinted for an elementary overnight field trip who continue to volunteer, would remain eligible to serve as chaperones at the junior high or high school level.

For questions regarding the fingerprinting process, background checks, or to determine a volunteer's status, please contact Boise School Volunteers at 854-4041