

ICHAT

Administrative Guidelines

STAFF

The following Volunteer Background Check Procedures have been put into place to protect the safety of the children who attend Fitzgerald Public Schools and is mandated by the “School Safety” Legislation.

A volunteer is defined as a parent, community member or other adult who assists at a school site or program on a regular or semi-regular basis, including but not limited to field trip chaperones, classroom helpers, tutors, student teachers, interns, athletic volunteers, play/concert volunteers or any adult who will be alone with students. All volunteers under this definition are required to be screened prior to participating in any activity or program. Individuals who are at the school to attend or help at a one-time special event involving no unsupervised contact with children are not considered volunteers by this definition and are not required to be screened.

- Volunteers must go to the School’s Main Office to complete the Volunteer Form and Release of Liability and provide their State ID/Drivers License. This should be done no later than two (2) weeks prior to the initial event start date.
- The Main Office will send the information to the Human Resources Department for processing.
- The Human Resources Department will run a background check through the Sex Offenders Registry (SOR), Offenders Tracking Information System (OTIS), and the Internet Criminal History Access Tool (ICHAT).
- The Human Resources Department will notify the Main Office whether or not the volunteer has been approved.
- If the volunteer has been denied the Human Resources Department will contact the individual to discuss his/her background check to determine a final outcome.
- The volunteer form will remain on file with the Human Resources Office for the remainder of that school year. Prior to each event date an ICHAT will need to be completed on the volunteers participating. District Employees must notify the Main Office of the volunteer names for that event no later than one (1) week prior to the event date. The Main Office will notify the Human Resources Department.
- The Human Resources Department will run the background check and notify the Main Office whether or not the volunteer (s) has been approved.

- Volunteers will be expected to complete a new Volunteer Form and Release of Liability each school year in which they request to volunteer.
- If a staff member allows an individual to volunteer without the consent of the Human Resources Department, the staff member and building principal/supervisor will be notified and the staff member will not be allowed to use volunteers in their classroom/program for the remainder of that school year.

VOLUNTEER

Thank you for your consideration in becoming a volunteer at Fitzgerald Public Schools. We understand the importance of volunteer use in our schools and strive to provide the best service to our students.

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- You must complete the Volunteer Form and Release of Liability with the Main Office and provide your valid Michigan ID no later than TWO (2) WEEKS prior to the initial event start date.
- The Human Resources Department will run a background check through the Sex Offenders Registry (SOR), Offenders Tracking Information System (OTIS), and the Internet Criminal History Access Tool (ICHAT).
- The Human Resources Department will notify the Main Office whether or not you have been approved.
- If your background check comes back showing a conviction of a “listed offense”, as defined in Section 2 of the Sex Offenders Registration Act, you will be contacted by the Human Resources Department and will not be allowed to volunteer until otherwise noted.

- Your volunteer form will remain on file with the Human Resources Office for the remainder of that school year. Prior to each event date an ICHAT will need to be completed on the volunteers participating. District Employees will notify the Main Office of the volunteer names for that event. The Main Office will notify the Human Resources Department and a background check will be run.
- Any missing or incorrect information could result in the denial of your volunteer services.
- You will be expected to complete a new Volunteer Form and Release of Liability each school year in which you request to volunteer.

If you have any questions or concerns please contact our office at 586-757-1751.



FITZGERALD PUBLIC SCHOOLS – Human Resources

23200 Ryan Road, Warren, MI 48091 * Phone (586) 757-1751 * Fax: (586) 620-6064

Volunteer Form and Release of Liability

The following information is required for an internet background check, please print legibly and complete in full or the form will not be accepted.

Personal Information:

Last Name:

First Name:

Middle Initial:

Other Last Name Used:

Other First Name Used:

Other Middle Int.

Home Address:

City:

State:

Zip Code:

Phone Number:

(____)_____

Race: White Black Asian or Pacific Islander American Indian or Alaskan Native
 Unknown/Other

Sex: Male Female

Date of Birth: _____

Michigan ID or Driver's License Number: _____

History Information:

1. Have you volunteered at Fitzgerald Public Schools before? YES NO

2. Have you ever pled guilty, or been convicted of a felony in a state or federal court?

YES NO

If yes, please provide a detailed description of the conviction, including dates and state conviction occurred:

3. Have you ever pled guilty, or been convicted of a misdemeanor in a state or federal court?

YES NO

If yes, please provide a detailed description of the conviction, including dates and state misdemeanor occurred:

