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Parkway Volunteer Requirements:
Ensuring the Safety of all Students

For more information and links, visit parkwayschools.net/volunteers

Volunteer Guidelines

What is the definition of a visitor versus a volunteer?
A visitor is someone that is just coming in to drop something off for their student or a staff member, a guest speaker, they are attending a class party, they are dropping books off in the library or they have a meeting with a staff member. A visitor does not have any opportunity to be left alone with a student.

A volunteer is an individual who has an opportunity to be alone with a student. According to state law (Missouri Statute 168.133) a volunteer is "...any person who assists a school by providing uncompensated service and who may periodically be left alone with students. The school district shall ensure that a criminal background check is conducted for all screened volunteers, who shall complete the criminal background check prior to being left alone with a student. Screened volunteers include, **but are not limited to,** persons who regularly assist in the office or library, mentor or tutor students, coach or supervise a school-sponsored activity before or after school, or chaperone students on an overnight trip." This includes chaperoning field trips.

Why is Parkway requiring fingerprinting for volunteers?
Missouri state law requires volunteers who could potentially be left alone with a student to complete a fingerprint background check prior to volunteering. This law went into effect in August of 2019. Therefore, in order to comply with state law and, most importantly, protect the safety of all students, Parkway volunteers are required to complete the fingerprint background check through the Missouri State Highway Patrol and the FBI.

Do I have to reapply every year and complete the background check again?
Yes, you need to renew your application in Raptor each year(July 1st). You will only need to do the online training portion before you are approved. **You will not need to get your fingerprints scanned each year if you remain an active volunteer.** Once fingerprints are scanned and approved, they stay in the MACHS (Missouri Automated Criminal History System).

What is the cost of the background check and fingerprinting?
The cost to you, the volunteer, for the MACHS fingerprint background check is currently $43.50, all of which goes to MACHS and not Parkway. This price is subject to change. This fingerprint background check stays valid provided you continuously remain an active volunteer from year to year. If you had yourI fingerprints scanned in MACHS for Parkway after November 2020, you may be exempted from this part of the process. You can check with Karen Crews (kcrews1@parkwayschools.net) to see if this applies to you.

If there is a concern about the cost of fingerprinting for parent/PTO volunteers, parents can work with their school principal to determine if reimbursement is available and how to go about receiving it. PTO's and school leaders can also consider a PTO budget for volunteers.

Steps to Become a Volunteer
For more information and links, visit parkwayschools.net/volunteers

1. To begin the volunteer process, click this link which will direct you to information on how to get signed up with Raptor. Raptor is our volunteer tracking system. This is an automated electronic/email process and you will be notified by email from Raptor (donotreply@raptortech.com) along the way as to what you will be required to do next. If you do not have a response within 48 hours (of submitting your online application), please be sure to check your spam folder.

2. Complete the appropriate background check required based on current legislation. This includes a fingerprint background check through Missouri Automated Criminal History Site (MACHS) as mandated by Missouri Statute 168.133.

3. As part of the volunteer process, you will also be required to complete two online training sessions through Vector. Once you submit a new application in Raptor, you will receive an automated email with links to the instructions for fingerprinting and Vector for the online trainings. **If you are a returning volunteer,** you will see instructions on the screen in Raptor upon renewing your application.

4. In Vector, you will need to create an account with a username if you do not already have one. Otherwise, you can just log in and update your trainings. . Each training session includes several videos. When you complete the first training and get your certificate of completion, you need to click on the "home" icon in order to see your assignments and get to the second required training. Each training session takes approximately 30 minutes.

4. You must be approved before you can volunteer. You will receive an email notification from donotreply@raptortech.com when you are approved..

5. Once you have been approved to volunteer, please reach out to the volunteer coordinator at your school building. This is most likely one of the assistants in the main office.

For step-by-step instructions for the above volunteer application process, please email hr-request@parkwayschools.net or visit parkwayschools.net.

Students Volunteering: This pertains only to high school students who are volunteering for hours or credits toward high school programming.

Current Parkway Students:

- **If Under 18** - They do not need to go through the volunteer application process
- **If 18 and Over** - They need to go through the complete volunteer application process including fingerprint background check and both required training sessions

Students Coming from Outside of Parkway:

- **If Under 18**-They need to complete the volunteer application and both required training sessions, but do not get fingerprint background checked.
- **If 18 and Over**- They need to go through the complete volunteer application process including fingerprint background check and both required training sessions

Who should I contact if I have questions?
For more information on volunteering in our schools, please contact your school volunteer coordinator or Karen Crews, Parkway Human Resources, at kcrews1@parkwayschools.net.