

## CCS CAREGIVER VOLUNTEER REQUIREMENTS

CCS and the PTO are making efforts this year to increase volunteer opportunities—in both K-4 AND 5-8. We encourage parents, grandparents, and all caregivers to go through the necessary process to become a volunteer.

The state of Vermont mandates that anyone who volunteers in school or chaperones a field trip in any way that may include unsupervised time with students must pass a background check and be fingerprinted; unsupervised volunteers will be the most helpful to our school. Supervised volunteers are an option as well and must only pass a background check.

After reading this document, please direct all additional questions to PTO co-president [Damaris Herlihy](#) or the [PTO](#).

## PROCESS FOR BECOMING AN *UNSUPERVISED* VOLUNTEER

### How do I get started?

1. **Contact the CVSD office.** Contact CVSD administrative assistant [Jessica Houriet](#) (802-383-1234) to let her know when your fingerprinting appointment is scheduled. You'll need to meet with [Jessica Houriet](#) (9/17/25 she's no longer there—will update throughout asap) 10 minutes before your fingerprinting appointment.
2. **Make an appointment.** Contact the Shelburne Police Department fingerprinting officer 802-985-8051 to make an appointment. Appointments are available Mondays and Thursdays only from 8:20-1:40 or so.

### How do I prepare for the appointment?

3. **Moisturize!** The fingerprinting officer has asked that we all moisturize our hands the day/night before and the morning of your appointment. That is super helpful as their machine reads the oils in our skin to obtain prints.
4. **Photo ID.** Be sure to have your photo ID (license, passport, etc.) ready for your appointment.

## What happens at the appointment?

- **Location.** The CVSD office and the Shelburne Police Department are very conveniently located in the same building at 5420 Shelburne Road Suite 300, Shelburne, VT. If you pull into the Pierson (Shelburne) Library driveway, bear left instead of right. Park in front of the brick municipal building. Go into the entrance marked “Shelburne Town Offices.” Call 802-383-1234 with any questions.
- **CVSD Office First.** Please arrive 10 minutes before your fingerprinting appointment and go directly to [Jessica Houriet](#) in the CVSD office on the top floor. She will have forms for you to complete and will need to see your photo ID. Be sure to tell her if you want to be able to volunteer at other schools in the CVSD school district.
- **Fingerprinting.** When the paperwork is done, [Jessica Houriet](#) will direct you down to the police department on the ground level of the same building for your electronic fingerprinting. You’ll need your photo ID again. Once finished, you’ll be given a slip of paper to bring back up to [Jessica Houriet](#). Then you’re done.

## How much does it cost?

- **CVSD.** CVSD charges \$11.25 for processing (cash or check to CVSD).
- **Shelburne Police Department.** Fingerprinting costs \$25 (cash or check to the Shelburne Police Department).
- **PTO may absorb fees.** The PTO may or may not cover all fees. Please contact [Jessica Houriet](#) with CVSD or PTO co-president [Damaris Herlihy](#) to find out. When you connect with [Jessica Houriet](#) in the CVSD office, be sure it’s clear to her that you’re part of the CCS fingerprinting drive.

## What next?

- **Notification.** You will be all cleared to volunteer 3-4 weeks later. Follow up with [Jessica Houriet](#) to find out your status before committing to a volunteer activity. Your status will not be shared with anyone beyond CCS administration (ex. teachers are not privy to those who are cleared) and sometimes there is a delay getting the list of cleared volunteers to CCS administration, so you must check with [Jessica Houriet](#) first; email Jessica and copy [Cindy LaWare](#) so that she’s in the loop.

## Once I’m cleared, what do I need to do to volunteer at CCS?

- **First volunteer step.** Once you’re cleared, please complete the [CCS Volunteer Form](#) and the [Confidentiality Agreement](#), then submit to [Genevieve Trono](#). She will arrange a time to train you as a volunteer; she has regular availability to walk you through what you would need to know.

- **What to do when you volunteer?** When volunteering (on campus or off), you must always check in with [Cindy LaWare](#) every time. She will check to be sure you are cleared for volunteering.
- **How do I maintain volunteer status?** To maintain your fingerprinting status, you must volunteer at least once/year. Be sure to sign in with [Cindy LaWare](#) each time you volunteer (you must do this in person). If you DO volunteer, your status will expire after three years. If you DON'T volunteer, your status will expire after one year.

## PROCESS FOR BECOMING A SUPERVISED VOLUNTEER

1. Complete a [Consent for Release of Registry Information](#) (CORI).
2. Email the completed form, as well as a copy of your photo ID, to [Jessica Houriet](#) with the CVSD office.
3. The process could take about two weeks. [Cindy LaWare](#) with CCS will be notified when you are cleared, although your status will not be shared with anyone beyond CCS administration (ex. teachers are not privy to those who are cleared). Follow up with [Jessica Houriet](#) to find out your status before committing to a volunteer activity.
4. When volunteering, you must check in with [Cindy LaWare](#). She will give you a standard visitor's pass that you must return at the end of your volunteer activity each day. The organizer of the volunteer activity will expect to see your visitor's pass.
5. Your status will expire after one year.

## FREQUENTLY ASKED QUESTIONS

### **Q: Why do I need to volunteer?**

A: The school and the teachers have caregiver volunteer opportunities available that will make the jobs of caring for our children a little easier. Please consider becoming a volunteer. In particular, cafeteria lunch supervisors and recess supervisors are a serious need.

### **Q: Is there a need for substitute teachers?**

There is a real need for substitute teachers in the classroom and essential arts. Please contact Naomi Strada ([nstrada@cvsdvt.org](mailto:nstrada@cvsdvt.org)) for more information about becoming a substitute teacher.

### **Q: After I am fingerprinted and I complete the paperwork, how long does the background check take?**

A: The process typically takes 3 weeks. So you will want to give yourself 2-4 weeks before a school volunteer activity.

**Q: Once I pass a background check and I'm cleared to volunteer, how should I maintain an active status for up to three years?**

A: Please notify [Cindy LaWare](#) with CCS when you volunteer (ex. on a field trip) at least once each academic year. She will keep that information on file so that you remain current each year. If you do NOT volunteer once each year, your background check will expire after one year. If you volunteer at least once each year, your background check will expire after three years.

**Q: I am a caregiver who went through the background and fingerprinting process a few years ago. When do I need to go through the process again?**

A: You will need to go through the process after one or three years. The timing will depend on your level of volunteer activity each year. Please check in with Cindy with CCS ([claware@cvsdvt.org](mailto:claware@cvsdvt.org)) or [Jessica Houriet](#) with the CVSD office to find out your status.

**Q: I am a teacher in another Vermont school district. Do I need to go through the background check and fingerprinting process with CVSD?**

A: Teachers in other districts are subject to the same rules as caregivers, but if their prints are still "viable," they can be sent to CVSD rather than being reprinted. This process is called a secondary dissemination. Teachers or staff members at other schools can call their district HR department and ask if they have "viable prints for secondary Dissemination." If they do, you will need to go to the CVSD office in Shelburne and fill out the forms in person (photo ID check is required). CVSD will then request the fingerprints from the other school. This process takes a bit longer at up to 4 weeks than the standard process of 3 weeks, but there is no CVSD fee (or fingerprinting fee). [Jessica Houriet](#) with the CVSD office is happy to assist you.

**Q: Will the PTO sponsor another fingerprinting drive?**

A: If all goes well for this first drive, we will consider another one this fall 2023 (but no promises!). We would also consider this as a yearly event!

**Q: Can I do this on my own?**

A: Yes! Follow the process and pay out of pocket.

**Q: I'm a nurse in the state of Vermont and I have been fingerprinted for my job. Can I use those fingerprints?**

A: No. The state prints for nursing will not work.

**Q: I only want to read a book to the classroom, talk about my career to the classroom, or otherwise volunteer in the classroom while the teacher is present. Do I need to be fingerprinted?**

A: Not necessarily. Please check in with the organizer of the volunteer activity to ask if you need to be cleared as a supervised (CORI'd only—see above) or unsupervised volunteer.

**Q: I want to chaperone a field trip where teachers will be present? Will I still need to be fingerprinted?**

A: Technically, no. But the teacher would need to remain in eyesight of you at all times. If you assist by taking a child to the bathroom, for instance, you would need to be fingerprinted. Unofficially, it seems that it would be overly burdensome and not helpful to teachers if you are not a fingerprinted chaperone for events like a field trip. They will hopefully rely on volunteers for things like bathroom trips and walking with children who may have fallen behind on a walk. Please check in with the organizer of the volunteer activity to ask if you need to be cleared as a supervised (CORI'd only—see above) or unsupervised volunteer.

**Q: I want to volunteer in another school.**

A: This fingerprinting process will allow you to volunteer at other schools ONLY within the CVSD school district. Just be sure to let [Jessica Houriet](#) with the CVSD office which schools you would like to volunteer in. This fingerprinting would not apply to schools outside the CVSD school district.

**Q: I was able to volunteer in the school in the past without being fingerprinted. Why has that changed?**

A: The unofficial answer is that things have changed significantly since COVID. The biggest reason is to keep your children safe and be sure they are amongst safe adults.

**Q: Who coordinates volunteers at CCS?**

A: It's a team effort! [Cindy LaWare](#) is the official coordinator. Genevieve Trono will train you on how to be a volunteer at the school. [Cindy LaWare](#) keeps track of your status as a volunteer.

**Q: What if I have additional questions?**

A: Please direct all additional questions to [Damaris Herlihy](#) or the [PTO](#).