Frequently Asked Questions about Volunteering
Para leer este documento en Español presione aquí

1.   Why do I need to do a background check?
Background checks are a good way to minimize the risk that our students and staff may face with a known predator or poor role model at school. The safety of our students, and staff, is a priority.

What level of volunteer am I?
Level 1 – Supervised contact: you can volunteer if there is a teacher or BVSD Staff member present at all times during your volunteering session. All volunteers can help as Level 1 (Supervised contact) while they are waiting for the results from the Colorado Bureau of Investigation (CBI)/ TC LogiQ. The applicant's records will be checked against the Colorado Convicted Sex Offender Registry
Level 2 – Unsupervised contact: If you passed a background check with CBI or TC LogiQ, you are approved for classrooms/field trips/various
Level 3 – Driver: If you applied, and passed, a background check for Level 2. There is paperwork that you need to submit directly to the school where you will drive. See #8 below

2. How long does the fingerprint process take?
We expect a faster service with the new digital application and fingerprint processes.
Please expect a response between 72 business hours to 2 weeks.
You will receive a confirmation email from volunteer@bvsd.org
This background check is indefinite.
Please notify our office when you no longer want to volunteer to remove your name from our database.
Our office makes this process a top priority. We work hard to get everyone approved.
We appreciate your patience.

3. Where can I find volunteer applications?
We now offer digital volunteer applications at BVSD's web store, click here.
If you fill out the application online, you do not need to bring a printed copy to school.
If you wish to fill out a paper application, use our volunteer packet, please be mindful when printing.
We love trees more than paper!
For the English version print:
Page 3, 4 (double sided) & 5
Page 9, 10 (double sided)
Page 13 & 14 (double sided)

For the Spanish version print:
Pages 6, 7 (double sided) & 8
Pages 11, 12 (double sided)
Page 13 & 15

4.   How much does it cost to be fingerprinted?
        There are two different options and costs. One is the CBI Background check for $40. **BVSD** will forward payment to CBI. The other is TC LogiQ for $17.
Please use our web store to register, click here

5.   What are BVSD guidelines for disqualifying volunteers?
You can read a detailed list of disqualifying factors here. Please remember that BVSD reserves the right to decline the services of a volunteer at any time for any reason.
http://www.bvsd.org/volunteer/Pages/DisqualificationGuidelines.aspx

6.   When cleared to volunteer, can I volunteer only at my child's school? What if I have kids in different schools?
The digital fingerprinting background check is valid at all BVSD schools. If your child's school is part of the district, you only need to do this once. If you applied through TC LogiQ, you will be asked to reapply every school year, please provide up to 3 different schools.

7.   Is there a faster way to be approved for volunteering?
           Yes, the electronic background check costs $17 and it is good for 1 school year (August - June), not Calendar year.
1.   You will need to fill out the annual volunteer application first, click here.
2.   Then you can go to https://www.tclogiq.com/bvsdv to complete your background check.
Results time vary, from 48 hours to 2 weeks, depending on your particular case.
You will be asked to redo this every year.

8.   What do I need to do to be a volunteer driver (Level III)?
1. Be approved as a Level 2 (see instructions on how to get a background check, click here)
2. Driver Volunteer Application, click here
3. Bring the required documents to be reviewed by the school where you will be a volunteer driver.

Driver checklist:

1. Bring a copy of Driver's License
2. Bring a copy of Proof of Insurance stating liability coverage:
    - **$100,000/$300,000 liability**
    - **$50,000 property damage and**
    - **Uninsured Motorist $25,000/$50,000**

9.   Do you provide assistance if I cannot afford to pay for my background check?
Yes, we do! Ask the registrar at your school if you qualify.
Only income A families will be covered under the fee waiver program for the annual electronic background check with TC LogiQ.
You qualify if:
1.   You are parents or guardians of an enrolled student who receives Free &/or Reduced Lunch. Other family members are not covered under the waiver.
2.   You are parents or guardians of enrolled students who qualify for CPP Funding codes: 81 - Full Day CPP, 83 - CPP, 89 - Qualifies for CPP but funded by General Fund
3.   Make sure your legal name (the name you used in your TC LogiQ application) and your name on Infinite Campus match; this is how parent/guardians are approved. If your name does not match, or it is not on Infinite Campus, the application will be denied.
4.   To apply for a fee waiver go to https://www.tclogiq.com/bvsdvs

10. I was fingerprinted at the Police Department but my prints were rejected for Low Quality, what can I do?
Take the rejected prints to the police department where your fingerprints were taken. Show the letter from CBI, they will redo the fingerprints at no cost to you. **Attach the new prints to the rejected ones along with the rejection letter and take them back to your school.** School personnel will send them back to the Volunteer Office at the Ed Center for re-processing.

11. I was fingerprinted at BVSD but my prints were rejected for Low Quality, what can I do?
You have two options:
1. Make an appointment with BVSD's digital fingerprinting office by emailing volunteer@bvsd.org. We will redo the fingerprints once at no cost to you.
2. If they are rejected again, we will ask you to go to police department closest to your place of residence, they charge between $10-$15 for fingerprints.

12. Can I bring a minor with me when I volunteer?
Usually, because a volunteer is there to focus on the children in the classroom, we ask that you do not bring any other younger sibling or child.

13. What is the age requirement on volunteer chaperones for an extended field trip?
Chaperones should be age 21 or older. These people should have the maturity and experience to chaperone students and possibly make decisions

14. I used to teach and I still hold a valid Colorado Teaching/Substitute License. Since my background check and fingerprints are filed with CDE, do I still need to follow this process to volunteer?
No, you do not need to do a background check. Teachers/Substitutes are exempt because they already have a background check with the Colorado Department of Education. Please email a copy of your teaching/substitute license to volunteer@bvsd.org.
You are exempt as long as your Teaching/Substitute License is valid.
Please fill out the annual volunteer application, [click here](). Remember to select the school(s) where you wish to volunteer.

15. I used to work at BVSD; can I use my old fingerprints and background check to volunteer at BVSD?
No, unfortunately, BVSD cannot exchange background checks among departments. As employment fluctuates, and for privacy reasons, BVSD does not keep records of people who are no longer active workers.
Each fingerprint card has a specific code that keeps CBI, and FBI, background records linked to a specific department at BVSD.
Once we send fingerprint cards to CBI, there is no way to retrieve them.
The Employee code is different from the Volunteer code.
The code for employment is valid only while you are a current employee.

16. I was fingerprinted for another company; can I use that background check for BVSD?
No, unfortunately, BVSD cannot accept background checks made for other companies. These fingerprints have a specific code that keeps **CBI**, and **FBI** background records linked to BVSD. **Once we send the fingerprint cards to CBI, there is no way to retrieve them.** In the event of a change in the criminal record of a volunteer, the BVSD will be notified of such change.

This background check is valid at all BVSD schools and it is validity is indefinite. We keep our students safe today, and will continue in the future.

If you were previously fingerprinted at another agency/company/etc., that company does not have the right to share any information they receive about you with BVSD. This is the main reason why a person has to get new fingerprints for each location. It is a law that protects your personal information from being shared with other companies.

17. I am a current BVSD Employee; do I need to be fingerprinted?
Employees are exempt from a background check because they have already done their background check with the district for employment. Employees can volunteer, as long as their employment status is active. They just need to show/carry their BVSD Badge when they are volunteering.

Since employment status changes, if you stop working for the district, you will need to do the background check.

Employees are Not added to our database because that database is for those who have their fingerprints monitored permanently with CBI/FBI.

18. Are there restrictions regarding children riding in the co-pilot seat?
Yes, we recommend the child be at least 13 years old to ride in the front seat, unless it's the driver's child, in which case it's at the discretion of the parents.

19. I am a law enforcement officer; do I need to be fingerprinted?
You are authorized to volunteer as long as you maintain a valid badge as a law enforcement officer.
You need to fill out the annual volunteer application at BVSD's web store, click here.
If possible, you need to leave a copy of your current police badge at school for their records.