

## Volunteering with Clinton-Massie Local Schools

Adults who will be volunteering in a classroom are required to scan their drivers license at the door on the specified date they will be volunteering. A sticker with the volunteer's picture should be worn at all times while in the building. When finished, adults must sign out of the scanning system before leaving campus.

Any adult who will be chaperoning and/or volunteering without being supervised by a district employee must obtain a background check. The cost is \$26 and payment is made online in the BChex system.

### Steps to becoming a Chaperone for Field Trips

Step 1: Contact the teacher

Step 2. Wait for a confirmation email or notification from the teacher that you have been chosen to volunteer.

Step 3: Complete the background check process online.

Step 4: Once the check has been completed, you will receive an approval email from BChex.

Complete a Check with BChex	Scan in at the School with Drivers License or State ID
Off-Site Field Trip	Volunteer helping in classroom
Overnight Field Trip	

Chaperones will complete the process annually.

**Further questions?** Contact Jessica Smith at [Jessica.Smith@cmfalcons.org](mailto:Jessica.Smith@cmfalcons.org) or 937-289-2471 Option 1