



ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

PROCEDURE	Volunteer and Work Study PROCEDURES Volunteer Agreement & Authorization Form		
SECTION	Personnel	CODE	B2R

Last updated: 8/2019; 9/2021; 11/2025

Screening Requirements

The ANWSD values and appreciates volunteers in all our schools. We also take very seriously our responsibility to keep all students safe and to follow the law. All adults working with our students - employees and volunteers - will be required to undergo background checks.

Definitions:

A **volunteer** is defined as a person who is not employed by the District who performs or gives services to the District of his/her own free will on an occasional or regular basis without compensation for said services. Services performed "directly to the District" are those that assist with the operation of the District or delivery of program and are directed, requested, controlled, and overseen by District personnel. Below is a list of the types of volunteers used in the District. The background checks requirement varies by type.

Visitor Will not work directly with students	You were invited to the school to visit for a meeting, open house, or to give a lecture or presentation to a group of students, but you will not work directly with students.
Supervised Volunteer (Level 2): Supervised contact with children <i>*Cannot be left alone with children*</i>	A volunteer who provides services within the school, on school district premises, or during school events, to assist within the classroom, library, main office, or other departments. Work involves contact with school children, but typically under the direct supervision of the classroom teacher or other approved school professional (e.g. room parent; classroom volunteer; book fair and picture day volunteers)
Unsupervised Volunteer (Level 3): Unsupervised contact with children	A volunteer who provides direct services to students that involves extensive unsupervised contact with school children (e.g. overnight chaperone; volunteer coach/advisor; field trip chaperone; student mentors)

Screening Requirements & Process:

Individuals volunteering for a specific school event must complete a registration form and background check in order to be added to our Approved Volunteers list. These background checks are required each school year in which you provide volunteer services. District teachers, coaches, and staff may utilize the volunteers once approved.

In order to ensure a safe and respectful environment for our students and staff, the following screening processes will be completed for all volunteers:

- **Volunteer Registration:** Individuals interested in volunteering must register. Individuals may sign up for multiple schools within the ANWSD when registering. After you complete the registration form, you will receive an email confirmation of your submission and must confirm receipt of this confirmation before your registration can be processed.
 - Volunteers **must register each school year in which volunteer services will be performed.** This registration also serves as your authorization for the ANWSD to perform the check.
- **Online Vermont Criminal Records Check:** An online criminal records check will be conducted on all volunteers through the Vermont Criminal Information Center. This online check is conducted and maintained by district office staff each school year in which a person registers to volunteer. However, if a record exists, the principal or director shall be made aware of the record(s) to determine the suitability of the person to volunteer and/or any limitations related to their volunteer service.
- **Sex Offender Registry Check:** The ANWSD also conducts a name and birth date check with the [Vermont Sex Offender Registry](#) and [National Sex Offender Registry](#) for any person being considered for service as a work study student or volunteer.

****Please note that it takes 4-6 weeks, or longer, for results of the VCIC Fingerprint supported CRC to be completed. You will not be approved for volunteering until a no record result is received.*

****Volunteers cannot begin until ALL required steps listed above are completed.**