

Volunteer Process

As part of ACSD's commitment to ensure the safety of all students, all individuals interested in volunteering in ACSD schools must register prior to volunteering by completing a [Volunteer Application](#). The Building Principal will review your application for approval. Once approval from the Principal has been obtained, you will be contacted by Human Resources. Individuals will be instructed on completing the forms referenced below. If you are required to be fingerprinted, please schedule an appointment with the Addison County Sheriff's office at 802-382-1281. Once you have scheduled an appointment with the Sheriff's office, contact Darcie Arensmeyer at 802-382-1278 to schedule an appointment on the same day for 15 minutes prior to your appointment with the Sheriff to finalize the paperwork to be taken to your fingerprinting appointment.

An online Vermont criminal record check screening through the Vermont Criminal Information Center (VCIC) and a check of the Agency of Human Services registries will be performed on all approved volunteers. This check is completed each school year in which a volunteer registers. Additionally, all volunteers who will have unsupervised time with students (e.g. chaperones, student mentors, field trip drivers, etc) are required to undergo an FBI fingerprint supported background check.

Upon approval of your volunteer application, Human Resources will send an email with the next steps and the following forms for completion:

- Request for Criminal Record Check
- Fingerprint Authorization Certificate **(this form is required only if an individual will have unsupervised time with students)**
- Agency of Human Services Consent for Release of Registry Information
- [ACSD Criminal Records Check Procedure](#)

If an individual must be fingerprinted, a check or money order made payable to **ACSD** in the amount of **\$12.00 will be due upon completion of CRC documents. At the time of fingerprinting, a fee of \$35 will be due to the Addison County Sheriff Department.** Upon proof of payment, the school in which the volunteer services are being provided will reimburse the volunteer for the associated fees.

Information on the CRC will be verified by reviewing an acceptable form of identification such as a valid photo driver's license, passport, social security card or student ID. Confirming the individual's date of birth and signature.

It is the discretion of the Superintendent to accept or not accept specific individuals as volunteers (subject to the background check results), to limit a volunteer's service, and all decisions related to the continuation of a volunteer's service. The Superintendent's decision on these matters is considered final.

Volunteers are expected to abide by all applicable [policies and procedures](#), federal and state laws and regulations, and other administrative rules while providing service within the schools.

Transporting Students

Volunteers wishing to transport students in their personal vehicle must complete the [Volunteer Driver Checklist](#) and return to the administrative assistant for the location in which the volunteering will take place. Please review the Employee/Volunteer Usage of Personal Vehicles for School Activities. No volunteer shall be permitted to transport students if s/he has been convicted within the last ten years of any of the following:

- Driving Under the Influence (DUI);

- Reckless/negligent driving;
- Driving while license has been suspended or revoked;
- Hit and run driving;
- Driving to endanger.

Information for returning volunteers:

If you choose to volunteer for multiple years, an online background check will be performed annually. If you are required to complete a fingerprint supported background check, you will be required to be re-fingerprinted only if you have had a break in service..

Please contact Human Resources at 382-1281 or gleach@acsdyt.org with questions.