

VOLUNTEERS REGULATIONS

Procedures for implementation of Policy IJOC regarding designated volunteers and criminal records check:

Due to the potential number of volunteers who may need to have a criminal record check completed, this policy will be phased in over the next several months. Implementation will be as follows:

- High School Volunteers will meet policy expectations by April 1, 2010.
- Middle School Volunteers will meet policy expectations by May 1, 2010.
- Elementary Volunteers will meet policy expectations by September 1, 2010.

Fingerprinting is being done at the Goffstown Police Department (GPD). Please see the SAU#19 website for further details about dates and times. <https://goffstown.k12.nh.us>

The HR department will be available as often as possible for fingerprinting at events that potential volunteers may be available. The SAU #19 office will have regularly scheduled times that volunteers may be fingerprinted. All volunteers should take advantage of those posted times. Individual appointments may be made upon the request of a Building level Principal.

The SAU #19 office will maintain a list of those volunteers who meet the requirement of a “designated” volunteer. This list will be provided to the building level Principals on a regular basis. The building level Principal will disseminate this information as appropriate and necessary.

A volunteer may be reimbursed the cost of the background investigation. This request will be initiated by the volunteer upon completion of five (5) volunteer hours. The volunteer will complete the attached request for reimbursement form and submit it to the volunteer coordinator in their respective building. The volunteer coordinator will confirm and document the required hours and forward all appropriate documentation to the Principal of the respective building. The Principal will forward the request for reimbursement to the HR department at the SAU #19 office for processing.

Documentation of hours may be from more than one school. If this is the case, the volunteer coordinator from the school where the form was submitted will coordinate with other volunteer coordinators for the documentation of the hours.

No volunteer will be reimbursed for the cost of the background check prior to the implementation of this policy.

Once the SAU #19 HR department confirms that reimbursement meets the necessary requirements, the department will process the request.

No volunteers will be considered a “designated volunteer” until the completion and return of the criminal records check. The Superintendent may waive this requirement under special circumstances.

DESIGNATED VOLUNTEER REIMBURSEMENT FORM

Volunteer's Legal Name: _____

Address: _____

Phone Number: _____

Amount paid for criminal records check: _____

Dates and times of documented 5 hours of volunteer service:

Date:	Hours of volunteer time:

Volunteer Coordinator will sign below indicating that hours of volunteer time are accurate. Please photocopy and attach sign in page that coordinates with volunteer hours.

I confirm that the above named volunteer has performed 5 hours of volunteer service for the school and is eligible for reimbursement of the cost of the background investigation.

Volunteer Coordinator Signature

Date

Principal's Signature

Date

To be completed by HR Department of SAU #19 office:

The above named individual is eligible for reimbursement in the amount of _____

HR Director

Date:

Date submitted to business office for processing: _____

Reference: Policy IJOC

Adopted: 02/15/10

Reviewed: 06/03/19