



## VOLUNTEER REQUIRMENTS AND INFORMATION

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### ***Oak Park Schools greatly values our volunteers!***

Thank you for your interest in volunteering with OPS! Per Board Policy 7009, each volunteer must have a background check and confirmation from the building principal/designee **BEFORE** volunteering begins to ensure the safety of all OPS students.

To become an Oak Park volunteer, you must pick up and complete the **Volunteer Background Check Acknowledgement Form** and return it to the main office of the home school you are volunteering for, accompanied with a copy of the volunteer's valid driver's license or state identification card. This allows the District to conduct an ICHAT background check. The ICHAT background check is free. One form per adult volunteer is good for one school year and can be used for multiple buildings/events. Records will be kept strictly confidential. All overnight volunteers/chaperones will be contacted by LaShun Harris-Mitchell and provided with a time-sensitive CHRISS form for Live Scan fingerprinting. The CHRISS Live Scan form can be picked up at the Administration Offices. The cost of the Live Scan fingerprinting is the responsibility of the volunteer.

**Note: Incomplete Volunteer Background Check Acknowledgement Forms or forms submitted without valid identification will not be processed and returned back to the home school.**

#### **Visitor – NO background check required**

*A visitor has brief business (5-10 minutes) with their own child or their child's teacher, or comes into the office only (no student contact):*

- Teacher/parent conferences
- Dropping off a forgotten lunch, birthday treat or change of clothes
- Administering medicine
- Students will be called to the office to complete the brief business
- Guest speakers monitored by staff

#### **Volunteer – ICHAT Background Check REQUIRED**

*In a school building or at a school-sponsored event to assist a teacher/coach:*

- Reading with students
- Making copies
- Classroom assistant
- Lunchroom assistant
- Field trip supervision
- Helping at an athletic, band, cheer or other school-sponsored event

#### **Overnight Volunteers – CHRISS (fingerprinting) Background Check REQUIRED**

*Any student event that requires overnight volunteer/chaperones:*

- School fieldtrip, band, athletics, choir, club, etc.

#### **Commitments**

*Every volunteer is assumed to commit to the following:*

- Support a safe and caring learning environment for all; student information is confidential
- Abide by all Board of Education Policies and District Guidelines
- Report to the main office or event site to check-in upon entry/exit
- Keep cell phone silenced with usage limited to emergencies only
- No photography or recording of students