

## COOK COUNTY SCHOOL DISTRICT 130

### VOLUNTEER CHECKLIST

**Thank you for your interest in volunteering in District 130 schools! Please follow the steps below to complete the volunteer application process.**

1. Contact the school office for information on starting the volunteer process. The building principal or secretary will provide you with a *Volunteer Form and Waiver of Liability* only if you wish to:
  - Assist with academic programs under a teacher's immediate supervision (classroom volunteers, tutors, etc.);
  - Supervise or sponsor non-academic school activities (ex: PTO, clubs or athletics);
  - Act as a chaperone for school field trips.
2. Complete the *Volunteer Form and Waiver of Liability* and return it to the building secretary.
3. The District 130 Human Resources Department will run a preliminary, name-based background check. Once you pass the preliminary check, you will be contacted with instructions and paperwork for completing the fingerprint-based criminal background check.
4. Complete the fingerprint-based criminal background check, and return the receipt to the school or Human Resources Department, located at 12300 S. Greenwood Ave. In Blue Island.
5. A confidential secretary in the Human Resources Department will review the results of your fingerprint-based background check, and will indicate on your original application whether you have been approved to volunteer. The secretary maintains a spreadsheet of approved volunteers, which is shared with school administrators and secretaries as it is updated.
6. A school secretary will contact you once you've been cleared. Building administrators are responsible for assigning and scheduling volunteers throughout the school year.

**Thank you again for volunteering your time and talents for the benefit of**

**District 130 students. We look forward to working with you!**