

TRSD “Designated Volunteer” Registration

The Timberlane Regional School District (TRSD) values its parent and community volunteers. School and district volunteers make significant contributions to the educational experiences of our students. In an effort to partner with our volunteers and to ensure student safety and confidentiality, TRSD has implemented the following process for all “**Designated Volunteers**” per School Board policy (IJOC) and RSA 189:13a.

Per School Board Policy (IJOC) “**Designated Volunteers**” must submit to a Background Investigation and Criminal Records Check if the volunteer meets any one of the following criteria:

Any volunteer who:

- Comes in direct contact with students without the presence of a professional staff member
- Meets regularly with students
- Meets with students on a one-on-one basis
- Serves as a chaperone on a school trip or event
- Is designated by the School Board or Superintendent

For parents and community members wishing to volunteer for upcoming field trips and school events, TRSD requires the completion of a volunteer application, confidentiality agreement, and criminal background check. **By April 15th, 2019, please follow the instructions listed below. (Only individuals who have completed the requirements below will be permitted to volunteer in TRSD schools or school events as a “Designated Volunteer”).**

- 1) Go to Applitrack through an online link on the school district website (www.applitrack.com/timberlane/onlineapp).
- 2) Complete a short volunteer application, list three references, select the school(s) that you wish to volunteer at, and then press submit.
- 3) Your application will be forwarded directly to the school principal(s).
- 4) Next, you will receive a call from the Superintendent’s office to schedule an appointment for fingerprinting (Background Investigation and Criminal Records Check). – *Please do not arrive at the SAU for fingerprinting without a scheduled appointment.*
- 5) Bring a valid photo ID to your scheduled appointment at the Superintendent’s office (30 Greenough Rd, Plaistow)
- 6) A member of the Superintendent’s team will complete your fingerprinting and submit the district paid fee of \$20.75. (There is no cost to you.)
- 7) Once your fingerprinting has been processed by the NH State Police and FBI, the Superintendent will receive confirmation (apx. 6-8 weeks), and you will be notified of your approval status. *All confidential information will be destroyed as required by law.*
- 8) Upon approval, you will receive notification from the school principal(s) welcoming you to a school volunteer orientation. You may then serve as a “Designated Volunteer” for the TRSD.

The Timberlane Regional School District thanks you for your cooperation and partnership to ensure student safety and high quality educational opportunities. Should you have any questions, please contact your child’s school principal. Thank you.