

## **District Volunteer Background check Information**

All volunteers or chaperones working with students must have an approved background check on file.

The district will conduct a Children's Department (CD) background check and search of Missouri Case.net on all persons volunteering in positions where they will NOT be left alone with a child. There is no cost for these searches. Forms are available in the main office.

Volunteers who will be left along with a child and/or supervise overnight trips must have a complete fingerprint background check through MACHS.

Volunteers needing such a search must contact Kathy Beerman in the Human Resources office for instructions. The volunteer is responsible for the cost of the search, which is currently \$39.05. The district will also complete a free search of the Children's Division and Missouri Case.net system on volunteers.

Volunteer Background Checks should be completed every five years. All approved volunteers will be added to a spreadsheet that is shared within the district.