

INFORMATION ON THE REQUIRED BACKGROUND CHECK FOR VOLUNTEERS

Please note that you only need to do this once. Disregard if you already have a background check on file with us.

There are many field trips and ongoing activities in the school that require the use of our very capable and willing parent volunteers. We are so grateful to all of you that volunteer, whether it is on a one-time or an ongoing basis.

Our insurance company requires us (as are most insurance companies that insure NJ schools) to run a criminal background check on all of our employees and volunteers and a motor vehicle check on anyone who will be transporting students to school-sponsored events (ex. games, Shabbatons, etc.).

Volunteers who need to have criminal background checks are those who come in contact with our students in any capacity (ex. serving lunches, reading to the class, checking out books in the library, chaperoning field trips, etc., etc.) If your volunteer duties have you serving on a committee that does not have contact with students, you do not need a criminal background check. There is no charge to you for these checks.

If you fit into any of the categories described above (or you think you may in the near future), please read the following information:

- The Consumer Report Disclosure states what information we are legally allowed to obtain (not necessarily what we **WILL** obtain) and what your rights are regarding the results. You need to sign it, which acknowledges that you have been given this information.
- The Release Form requests that we obtain and authorizes us to obtain a criminal history background check and, if needed, a motor vehicle/driver's license check. Please fill this form out completely. *Note that we are not asking for permission to obtain credit checks or the like, nor will we.*

This is a non-invasive process. Your information is submitted online to a reputable agency, and the results are instantaneous. We are given no non-relevant information. The Director of Operations will be submitting the information for screening, and we promise you that all information you provide and that is provided to us by the screening agency will be kept in the strictest of confidence.

Please understand that, for the safety of our children, only volunteers who have completed this process will be able to chaperone field trips, drive students to school-sponsored functions, or volunteer in the school in any capacity. So we urge you to complete the forms as soon as possible.