

# Amelia County Public Schools

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## Amelia County Public Schools Volunteer Background Check Process

For the safety of our students and staff, Amelia County Public Schools has a volunteer application and background check process. There are several categories of volunteers, some of which require a criminal background check under certain conditions. Please review the chart below to determine what forms and processes are needed.

Category	Background Check Requirement
<p><b>Teen Volunteers-</b> Volunteers 17 and younger are not required to undergo a background check. They are required to complete a volunteer application. Teen volunteers are not to be left alone with students.</p>	<ul style="list-style-type: none"> <li>• Raptor sign-in required</li> <li>• Volunteer application required</li> <li>• Recommendation from principal required</li> <li>• No background check required</li> <li>• No fingerprints required</li> </ul>
<p><b>One Day Volunteers-</b> Individuals wishing to volunteer on an occasional basis while under the supervision of a staff member are not required to complete the volunteer background check process. One Day Volunteers are not to be left alone with students. <i>Examples: Super kid's day, class parties, book fair, PTA events, copy room volunteers</i></p>	<ul style="list-style-type: none"> <li>• Raptor sign-in required</li> <li>• No volunteer application required</li> <li>• No background check required</li> <li>• No fingerprints required</li> </ul>
<p><b>Field Trip Chaperones without Access to Students in an Unsupervised Setting-</b> An individual who wishes to volunteer as a field trip chaperone with an ACPS staff member in charge of student supervision throughout the trip are not required to complete the background check process.</p>	<ul style="list-style-type: none"> <li>• Raptor sign-in required</li> <li>• Volunteer application required</li> <li>• No background check required</li> <li>• No fingerprints required</li> </ul>
<p><b>Ongoing Volunteers with Students-</b> An individual wishing to volunteer on a regular basis beyond assisting his/her child is required to complete a volunteer application and undergo a background check. <i>Examples: Volunteers who come on a monthly basis to read with a group of students</i></p>	<ul style="list-style-type: none"> <li>• Raptor sign-in required</li> <li>• Volunteer application required</li> <li>• Virginia State Police background check required</li> <li>• No fingerprints required</li> </ul>
<p><b>Field Trip Chaperones with Access to Students in an Unsupervised Setting-</b> An individual who wishes to volunteer as a field trip chaperone that supervises student(s) other than their own child is required to complete a volunteer application and undergo a background check.</p>	<ul style="list-style-type: none"> <li>• Raptor sign-in required</li> <li>• Volunteer application required</li> <li>• Virginia State Police background check required</li> <li>• No fingerprints required</li> </ul>
<p><b>Other Volunteers with Access to Students in an Unsupervised Setting-</b> Volunteers wishing to engage with students in an unsupervised setting on a regular basis must have a fingerprint background check completed. <i>Examples: Overnight field trips, volunteer coaches</i></p>	<ul style="list-style-type: none"> <li>• Raptor sign-in required</li> <li>• Volunteer application required</li> <li>• Fingerprint background check</li> </ul>