



BRANDYWINE SCHOOL DISTRICT

1311 Brandywine Boulevard
Wilmington, DE 19809-2306

(302) 793-5000
www.brandywineschools.org

MARK A. HOLODICK, Ed.D.
Superintendent

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Volunteer Approval Process

In order to become an approved *Volunteer* in the Brandywine School District (which is defined as a person who will have regular, direct access to a child or children) a person must be cleared through the Human Resources Department by:

1. Obtaining a Background Check which consists of being fingerprinted by the Delaware State Bureau of Identification (SBI) and the Federal Bureau of Identification (FBI). The fee for a volunteer criminal history check is \$18.00.
2. A Child Protection Registry Request Form (see attached) must be completed and sent to the Department of Services for Children, Youth, and Their Families (DSCYF) by fax or mail. There is no fee for the Child Protection Registry Check.

Information for completing both steps of this process may be found on the attached documents. All results of the Background Check and the Child Protection Registry must be completed, reviewed and approved by Human Resources prior to a person volunteering at a Brandywine School District school.

For any additional information you may have about this process, please call the Human Resource Department at 302-793-5000.

VOLUNTEER INFORMATION FORM

Volunteer Position (check one please):

- Coach/Athletics
- Chaperone
- Other _____

Volunteer Name (Please Print) _____ Daytime Phone Number _____

School Name (Please Print) _____

District expectations must be adhered to which ensures the safety and security of our students and staff. As a volunteer for the Brandywine School District, I agree to:

- Model appropriate behavior including appropriate dress, no use of profanity, no smoking and no consumption of alcohol while involved in school related activities.
- Abide by all district and/or school rules and policies while volunteering at all school related activities, whether they occur at school, off school property, or beyond normal school hours.

Signature of Volunteer: _____ Date: _____

Signature of Principal: _____ Date: _____

RETURN THE FOLLOWING REQUIRED DOCUMENTS TO HUMAN RESOURCES

All Documents are to be collected by the individual school and *complete packet* sent in a timely manner to the Human Resources Department:

Required Documents:

- 1.) School Volunteer Information Form
- 2.) Criminal Background Check Receipt
- 3.) Child Protection Registry Request Form

The Human Resources Department will let the individual school know when an individual has been approved to volunteer. Human Resources will keep an approved list of Brandywine School District volunteers.



DELAWARE CHILD PROTECTION REGISTRY REQUEST FORM



Fax or Mail Request to: OCCL, Criminal History Unit
Concord Plaza, Hagley Building
3411 Silverside Road
Wilmington, DE 19810
Phone: 302-892-5800 Fax: 302-633-5191

When requesting Child Protection Registry checks:

- Allow 15 working days for results to be processed
- Do not use a cover sheet
- Do not send duplicate requests
- Form must be submitted to DSCYF within 90 days of signature date in order to be processed

PART I. APPLICANT INFORMATION *(PLEASE PRINT CLEARLY)* VOLUNTEER

Name: _____
Last First Middle

Other Name(s) used: _____ DE Drivers License # _____

Social Security # _____ Date of Birth: ____/____/____ Sex: ____ Race: ____
mm / dd / yyyy

Address: _____
(Street) (City) (State) (Zip)

Have you ever been involved in a substantiated case of child abuse or neglect? [] Yes [] No

If yes, explain: _____

I hereby authorize The Delaware Department of Services for Children, Youth and Their Families to provide the below named agency/organization with all substantiated cases of child abuse or neglect concerning me contained in the Child Protection Registry. I further release the Delaware Department of Services for Children, Youth and Their Families, its officers and employees from any and all claims arising out of or in any way connected to the release or dissemination of any information concerning me.

Signature: _____ Date: _____

Parent / Guardian Signature (If applicant is under the age of 18) _____

PART II. AGENCY/ORGANIZATION INFORMATION - *(MUST BE COMPLETED IN ORDER TO PROCESS)*

Please circle only one:				
EDUCATION	HEALTH CARE	CHILD CARE	OTHER	_____

Agency Identification Number (if applicable): 58

Requesting Agency Name: Brandywine School District - Human Resources

Address: 1311 Brandywine Boulevard, Wilmington, DE 19809

Phone: (302)793-5024 Fax: (302)765-1992 Contact Person: Vivian Gebhart

DSCYF USE ONLY:

The individual listed above (is listed) (is NOT listed) on the Delaware Child Protection Registry.

Date: _____ DSCYF Criminal History Unit _____

Obtaining a Certified Delaware and Federal Criminal History

A criminal History Background Check is obtained through fingerprints. You must provide photo identification, such as a valid driver's license or State ID (from any state). You do not need a social security card or a birth certificate.

Juveniles (under 18) must be accompanied by a parent, or guardian to authorize the criminal history. Juveniles must present either one of the above types of ID's, or a school ID is acceptable.

The fee for a State and Federal Criminal Background Check for volunteers is \$18.00.

Payment options are cash (except Sussex County), credit or debit cards, certified checks, money orders, or company checks made out to Delaware State Police. They do not accept American Express or personal checks.

Locations and hours of operation for the State Bureau of Identification:

New Castle County (by appointment only)

The office is located at Delaware State Police Troop 2, on Route 40, in Bear, just west of the Fox Run Shopping Center, between routes 72 and 896, across from the Glasgow walking park and next to the YMCA.

The hours of operation are:

- Mon, Wed, Thurs, and Fri, 8:30 a.m. to 3:15 p.m.
- Tuesday, 11:30 a.m. to 6:15 p.m.
- To schedule an appointment call 302-739-2528.

Kent County (no appointment needed)

The office is located at 655 South Bay Road, Suite 1B, Dover, DE 19901, in the Blue Hen Corporate Center. Enter the road between Kent County Levy Court and Firestone, then follow the fingerprint signs.

Hours of operation are:

- Mondays, 8:30 a.m. to 6:30 p.m.
- Tuesday through Friday, 8:30 a.m. to 3:30 p.m.
- Call 302-739-5871 for more information

The results of the completed certified criminal history will not be returned the same day. The results will be forwarded to the recipient as soon as operationally possible.

Sussex County (by appointment only)

The office is located inside the Thurman Adams State Service Center located at 546 S. Bedford Street, Room 202, Georgetown, DE.

Hours of operation are:

- Monday –Thursday, 8:30 a.m. – 3:30 p.m.
- To schedule an appointment call 302-739-2528.
- CASH IS NOT ACCEPTED at this location.

The results of the completed certified criminal history will not be returned the same day. The results will be forwarded to the recipient as soon as operationally possible.

PLEASE SUBMIT A COPY OF THE CRIMINAL BACKGROUND RECEIPT TO YOUR BUILDING DESIGNEE