

Volunteer Procedures 2023 - 2024

A Volunteer is defined as a person who will have direct personal contact with a child or children. To become an approved Volunteer in the Brandywine School District, a prospective volunteer must follow the steps below AND be cleared through the Human Resources Department to begin servicing the District:

Volunteer Responsibility - Complete and return all of the following forms to the School Office Secretary:

1. **Volunteer Information Form**
2. **Delaware Child Protection Registry Request Form**: All information with an * must be completed. Forms will not be accepted without a signature (If the Volunteer is under 18 years old - must be signed by a Parent or Guardian.)
3. **Delaware Department of Education Confidential Tuberculosis (TB) Health Questionnaire for Volunteers in Public Schools**: TB Forms will not be accepted without a signature (If the Volunteer is under 18 years old - must be signed by a Parent or Guardian.)
4. **Criminal Background Check Receipt**: Please read Page 5 of the packet carefully for instructions. **The fee is currently \$38.00**. A Payment Receipt will be given to you upon completion of the appointment. A copy must be returned with this form (see example on Page 7). **Copies of a Volunteer's Criminal History will not be accepted.** (If the volunteer is under 18 years old - must be accompanied and signed by a Parent or Guardian.)

All documents are to be collected by the individual school office. Complete packets are to be sent from the school to the Human Resources Office once ALL of the following have been completed:

- Completed Volunteer Information Form
- Completed Delaware Child Protection Registry Form
- Criminal Background Check (IdenteGO) Payment Receipt
- Complete Delaware Department of Education Tuberculosis (TB) Health Questionnaire for Volunteers in a Public School
- Attach eSchool print out of Legal Guardians for the students listed
- Signature of School Principal/Supervisor

The Human Resources Department will notify the School Principal or Supervisor when the Volunteer has been approved. This information will be added to a shared Google Doc that lists all approved Volunteers for the building.

Signature of Principal/Supervisor: _____ **Date:** _____

Office Personnel Submitting This Information

Date Submitted

Volunteer Information Form

Volunteer Position (Please check as applicable)

- Coach/Athletics
 Chaperone
 Other _____

Volunteer Name

Today's Date

Student Name and School (1)

Student Name and School (2)

Student Name and School (3)

Email address

Daytime Phone Number

A Volunteer is defined as a person providing volunteer services within a Child Serving Entity and who has Direct Access to students.

District expectations must be adhered to which promotes 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, not use profanity, not smoking on school premises (this includes all areas inside and outside of school property), and not consume alcohol or other substances that could impair my ability to perform 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 after normal school hours.

Signature of Volunteer: _____ Date: _____



DELAWARE CHILD PROTECTION REGISTRY CONSENT FORM

Web Portal



Request must be within 90 days of signature date in order to be processed

PART I - APPLICANT INFORMATION

Name (Last*, First*, Middle):

Other Name(s) used/Alias:

Social Security #:

Date of Birth (mm/dd/yyyy)*:

Gender*:

Race:

Ethnicity: (Hispanic/Non-Hispanic)

Address (Street, City, State, Zip):

Are you on the Delaware Child Protection Registry for any substantiated cases of child abuse/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 requester(s) with all substantiated cases of child abuse or neglect concerning me that are active on the Delaware 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 - REQUESTER INFORMATION

Check one option below and complete required information*:

- 1. Agency Request – Agency Name*
2. Individual Request – Self
3. Individual Request – Share Results with Requesting Agency

To avoid having to pay multiple fees Please list other Delaware School Districts you may/will be working for. You will need to contact their District's Human Resources office to obtain their Agency ID and Number

- Requesting Agency 1 – Agency Name*: Brandywine School District Agency ID #58 Agency Number ID#22377
Requesting Agency 2 – Agency Name*:
Requesting Agency 3 – Agency Name*:
Requesting Agency 4 – Agency Name*:
Requesting Agency 5 – Agency Name*:

* Mandatory (Agency Name is Mandatory.)

Volunteer Name: _____ Date: _____

Volunteer Signature: _____

DELAWARE DEPARTMENT OF EDUCATION¹
CONFIDENTIAL TUBERCULOSIS (TB) HEALTH QUESTIONNAIRE FOR VOLUNTEERS IN PUBLIC SCHOOLS

All school students, employees and volunteers are required to be screened for Tuberculosis (TB)² The purpose of this requirement is to safeguard school-aged children from exposure to TB in the school setting. This questionnaire is designed to identify volunteers who may have been exposed to TB and thus need further testing. A school designee will collect and monitor the Health Questionnaire, which will be stored in a confidential manner. The questionnaire must be completed every five years. The volunteer may prefer to provide evidence of TB testing in lieu of completing the questionnaire.

Please consider the following questions and circle one response in the box below³.

Can you answer “yes” to any of the questions below?

<ol style="list-style-type: none">1. In the past five years, have you lived or been in close⁴ contact with anyone who had active, infectious TB disease?2. Do you currently have any of the following symptoms which are unexplained which have lasted at least three weeks? Cough Fever Night Sweats Weight Loss3. Have you ever had a positive HIV test?4. In the past five years, have you ever used illegal intravenous drugs?5. In the past five years, have you been incarcerated?6. In the past five years, have you been homeless which resulted in living in a shelter or with others outside of your family, who were homeless?7. For the next two questions, have you travelled to any area(s) where TB is common? Per the Delaware Division of Public Health, this includes travel or residency in a country with an elevated TB rate for at least 1 month. This includes any country other than the United States, Canada, Australia, New Zealand, or a country in western or northern Europe.<ul style="list-style-type: none">• In the past five years, have you stayed/lived in one of these countries for 1 month or longer?• In the past five years, have you lived or been in close contact with someone who stayed/lived in one of these countries for 1 month or longer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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If you checked YES, you are required (within 2 weeks) to provide verification from a licensed health care provider or the Division of Public Health that there is no communicable threat.

Have you ever had a positive skin test for tuberculosis? YES <input type="checkbox"/> NO <input type="checkbox"/> If you checked yes , you are required to provide documentation related to current disease status prior to assignment or continued assignment as a volunteer. If you provided documentation of completing treatment for active or latent infection, no further documentation is required.

These requirements are for the safety of our school and for your personal health. Screening for tuberculosis is recommended by health professionals for any individual who is at risk. Routine screening, using a Mantoux tuberculin skin test or a TB blood test, such as the Quantiferon Gold TB Test, can detect if a person has been exposed to tuberculosis. Early identification of infection and completion of a course of antibiotics= treatment significantly reduces the chance of developing active TB disease over the lifetime of infected individuals.

If you have any questions about your risk of infection, please speak with your healthcare provider or plan to discuss it at your next examination. For additional information, you can contact the Delaware Division of Public Health TB Elimination Program at 302-744-1050.

¹ Developed and revised in collaboration with the Delaware Division of Public Health: 2/2005,7/2010, 7/2013, 5/2015, 4/2018, 8/22/2019.

² Regulation 805 can be accessed at <http://www.state.de.us/research/AdminCode/title14/800>.

³ To maintain confidentiality of medical information, the volunteer should not provide an individual answer to each question. The e's response of "yes" indicates that at least one of the seven questions is correct, which means possible exposure. The volunteer should not indicate which one. The volunteer may prefer to provide evidence of TB testing in lieu of completing the questionnaire.

⁴ CDC describes "close contact" as prolonged, frequent, or intense contact with a person with TB, while he/she was infectious.

CC: School Nurse _____

CBC Instructions (Volunteers):

As of 9/11/2023, the State of Delaware, in partnership with Identogo, has implemented a new procedure to complete Criminal Background Clearances. This has changed to an online scheduling process, and includes additional locations throughout the State to obtain the required clearances.

The price has increased to \$38.00. A copy of the Payment Receipt obtained upon completion of the clearance must be returned with this packet. Copies of Criminal History will not be accepted.

How to Schedule an Appointment:

1. Visit <https://uenroll.identogo.com/>
2. Enter the Service Code specifically for Brandywine School District Volunteers: **27RY2Z**
3. Click on "Schedule or Manage an Appointment"
4. Enter your Legal Name, Date of Birth, and Method of Contact – A valid email address is required for this step. Once completed, click the "Next" arrow on the bottom right hand corner of the screen
5. Create a security question – this is used in order to access your appointment information and results once they become available (i.e. What is your favorite color/food etc.)
6. Enter the answer to that question you created above. Once completed, click the "Next" arrow on the bottom right hand corner of the screen
7. Enter your country, city and state of birth and your country of Citizenship (if not a US Citizen, choose from the drop-down menu which selection applies to you). Once completed, click the "Next" arrow on the bottom right hand corner of the screen
8. Answer the 3 questions presented. Please note: The Service Code mentioned in Step 2 is NOT a Coupon Code used for a method of payment. This code is only used to identify you as a BSD Volunteer to ensure the results get directed to the District, so please answer "NO" for question 3. Once completed, click the "Next" arrow on the bottom right hand corner of the screen
9. Fill out your personal information to include the following:
 - Height & Weight
 - Hair & Eye Color
 - Preferred Language
 - Gender & Race
10. Fill in your current mailing address. Once completed, click the "Next" arrow on the bottom right hand corner of the screen
11. Choose the identification document you will bring with you to the appointment for Identogo staff to verify your identity. Be sure to bring the ID you indicated in the drop-down menu the day of your appointment. Once completed, click the "Next" arrow on the bottom right hand corner of the screen
12. Enter your zip code and search, the locations with available appointments will appear on the screen. Click the arrow on the location where you'd like to schedule your appointment, and click next. Once completed, click the Next arrow on the bottom right hand corner of the screen
13. Select a date from the first drop-down menu, and a time from the second drop-down menu
14. Click the blue Submit button to submit your enrollment
15. A service summary will appear on the screen that gives all of the details of your appointment including the \$38.00 fee, date, time, address, and acceptable forms of payment.



Fingerprint Service Code Form

Brandywine District - USE ONLY

Service Name: Public School Volunteer – Brandywine District

To Schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

27RY2Z

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Name Linking Documents (only needed if name on identification does not match name in registration):

- Original or Certified Copy of a Court Ordered Name Change Document (to include marriage certificates and divorce decrees)



Don't have access to the Internet? You can still schedule an appointment by calling **866.761.8069**.

SAMPLE - VOLUNTEER

IdentoGO Center (1800000)
1 River Pl
Wilmington, Delaware 19801-5125

IdentoGO

Date: 09/12/2023@09:36 AM
Customer:
UE ID:

Services

DE - PUBLIC SCHOOL VOLUNTEER - BRANDYWINE DISTRICT	\$38.00
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SubTotal:	\$38.00
Total:	\$38.00

Payment

\$38.00

Amount Paid: \$38.00

Credit Card Authorization

By signing, I authorize IDEMIA and/or their agents to charge my credit card for service (s) performed and/or products purchased. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

Signature