

## TO BECOME A NEW VOLUNTEER:

1. Return to principal:
  - a. Completed Volunteer Agreement
  - b. Two letters of recommendations (from non-family members)
  - c. Completed copy of the Tuberculosis questionnaire  
(If “yes” to any of the questions, the volunteer must contact the Health Dept. or Primary Care Physician for clearance.)
2. Schedule interview with school principal
3. After approval of the principal, go online to complete background check with BIB Secure Volunteer
  - a. Cost will be \$19.45 (made online by the individual)
4. Your BIB request will be released when the volunteer agreement is received in the Human Resources Office.
5. Upon completion of the BIB request, the volunteer’s name will be added to the following agenda for approval by the Board.

## RETURNING VOLUNTEER:

1. Complete the volunteer agreement and submit to the Principal for approval.
2. The Principal will submit the volunteer agreement to the Human Resources Office. If the BIB is current, the volunteer’s name will be added to the following agenda for approval by the Board **OR**
  1. If the BIB is expired, the school will direct the volunteer to submit a BIB request. If the returning volunteer knows that the BIB is expired they can complete the online request however, it will not be completed until the volunteer form is submitted to the Human Resources Office.
  2. Upon completion of the BIB request, the volunteer’s name will be added to the following agenda for approval by the Board.