

## New Volunteer Background Check Information 2017/18

1. You need to fill out a Volunteer Application and sign a Volunteer Confidentiality Agreement and a Criminal Identification Waiver Authorization.
  - a. These forms can be found online.
  - b. Go to the Westerly Public Schools home page, click on "Community" and then click on "Volunteer".
  - c. Click on Volunteer Application, fill it out online and submit it.
  - d. Click on Volunteer Confidentiality Agreement, fill it out online and submit it.
  - e. Click on Criminal Record Check Release Form fill it out online, print it out, and drop the form off to the Westerly Police Station. This form is also available on my website under "**Background Check Paperwork 2017/18**" under the instructions and at State Street School in the front office.
2. It takes at least 5 days to complete, so please plan accordingly.
3. This check will be good until June 30, 2018, no matter when it is done during the school year. It will have to be done the beginning of every year.
4. If you have any questions, please contact Mary-Kay Patten at [mkpatten@westerly.k12.ri.us](mailto:mkpatten@westerly.k12.ri.us) or call 348-2398.