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## USD 473 Secure Volunteer

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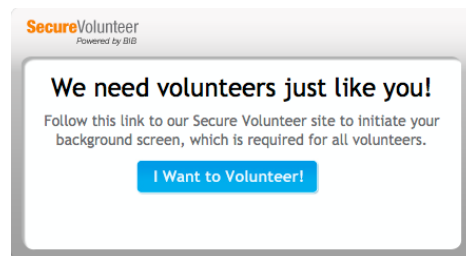
### We're working to keep our schools safe...

USD 473 takes the responsibility of safeguarding our students very seriously while they are in our care. We have contracted with Background Investigation Bureau (BIB) to conduct high quality background checks on our potential volunteers by using their Secure Volunteer technology.

It is now the policy of the district to require anyone interested in being a school volunteer to complete a volunteer screening process online through Secure Volunteer. To see a detailed list on what past offenses would prevent a potential volunteer from "passing," refer to the **Past Offenses Guideline** at the districts website: [www.usd473.net](http://www.usd473.net), click the Parent Resources tab and look under the Secure Volunteer heading. The process should only take a few minutes to complete and all information gathered will be kept confidential.

Volunteers are anyone who will be in the school on a regular basis. School visitors do not need to complete a background screen. Visitors would be guest speakers or parents visiting their own student, for instance to have lunch with them. To see a more detailed list of what makes you a volunteer vs. a visitor review the **Visitors Vs. Volunteer** document under the Parent Resources tab.

To get started with volunteering go to the USD 473 website and under the Parent Resources tab, click the Secure Volunteer button (see below), click on "**I want to Volunteer**," to begin. There is no cost to the volunteers to complete this process!



Once your background check is complete, you will be notified by email of approval or denial. To see a detailed list of how the notification process works, please refer to the **Managing Notifications of the Background Screens** document found under the Parent Resources tab. Upon completion of a successful background check, you will also receive a Secure Volunteer Card to verify your background screen. USD 473 guidelines for your Secure Volunteer Card can be found in the **Secure Volunteer ID Card Policy** under Parent Resources as well.

**We encourage volunteers to be involved at USD 473 and we look forward to seeing you in the schools!**