

SECTION 2: UNSUPERVISED VOLUNTEER BACKGROUND CHECK PROCESS

*This section is to be completed by those who will be **UNSUPERVISED** volunteers, as defined in SFSD Policy & Regulation IJOC-R, or driving students.*

REMINDER: Those who occasionally visit their child's classroom, eat lunch at their school with their child, and do not assist in instruction or independent supervision of other students are not considered unsupervised volunteers under this policy.

All **UNSUPERVISED** volunteers are **REQUIRED** to complete a criminal background check annually. Criminal background check results are reviewed and retained by the Human Resources Department and will not be distributed to any Sioux Falls School District school.

If you have only lived in South Dakota, your background check is completed online at no cost.

If you have lived outside of South Dakota in the past 7 years, you must undergo an FBI fingerprint screening at the Instructional Planning Center. You are responsible for the \$50.00 fee at the time of fingerprinting. This is a one-time cost and does not need to be repeated annually. **Please plan ahead as the FBI criminal background check process can take up to 30-days.**

Visit bit.ly/sfsdvolunteerbc and click on "Apply for this job!" to begin the online background check processes described above.

By signing below, I acknowledge that I understand the background check requirements for unsupervised volunteers.

Signature: _____

To take these instructions with you, visit bit.ly/sfsd-uvbcinst, scan the QR code, or ask the school office for a copy of the *Unsupervised Volunteer Background Check Instructions*.



SECTION 3: ACTIVITY DRIVER CERTIFICATION

Section 3 and Section 2 must be completed by those who will be driving students for field trips or other student activities.

SFSD Policy IJOC/R mandates that adults who transport students must meet the following requirements:

- A valid driver's license;
- Proof of insurance - Comprehensive Liability and Property Damage (copy to be on file with school office or program administrator);
- No careless/exhibition driving or driving under the influence violations in the past five years

I certify that I meet the aforementioned requirements.

Signature: _____ Date: _____