

# BRISTOL WARREN REGIONAL SCHOOL DISTRICT

Human Resources Office  
151 State Street  
Bristol, Rhode Island 02809  
Tel: (401) 253-4000, Extension 5135

## VOLUNTEER PROCEDURES

*(Including College Student Observations)*

*(Excluding Volunteer Athletic Coaches – See Separate Procedures)*

To be approved as a volunteer for any school in the Bristol Warren Regional School District, an individual must on an annual basis provide the following prior to September 30<sup>th</sup> (to be able to volunteer throughout the school year) or prior to January 31<sup>st</sup> (to be able to volunteer for end-of-the-year activities). NOTE: District full-time employees are exempt, while active part-time employees who plan to volunteer must complete the “Renewal Procedures” below on an annual basis.

### 1. Processed Volunteer Background Check

- a. Complete, sign and date the appropriate School Volunteer Authority for Release of Information form, which can be found on the District’s website under District Offices / Volunteers.
- b. Volunteers living or volunteering in the Town of Bristol should complete the Bristol PD Volunteer BCI form. Volunteers living or volunteering in the Town of Warren should complete the Warren PD Volunteer BCI form.
- c. Through September 30<sup>th</sup>, completed form must be brought to the Administration Building, 151 State Street, Bristol. Each volunteer must appear in person with completed form and valid photo ID. The District will deliver the background checks to the appropriate Police Department (“PD”) for processing.
- d. From October 1<sup>st</sup> through January 31<sup>st</sup>, completed form can be brought to either the Administration Building or the appropriate PD for processing. Each volunteer must appear in person with completed form and valid photo ID. (Note: Local PDs are open 24 hours.)
- e. The processing fee for all District volunteers has been waived by both Police Departments.
- f. A State background check can also be obtained at the Attorney General’s Office for a fee. Out-of-state background checks cannot be accepted.
- g. The Police Department will process your background check and will mail/deliver the results directly to Kimberly Aguiar, Police Liaison, who will oversee the volunteer approval process.
- h. All completed background check forms will be kept in the Human Resources Office. No copies will be forwarded to individual schools, nor should copies be kept on the school level.
- i. Volunteers who provide an e-mail address will receive an e-mail notification when their name has been added to a school(s) Volunteer List.

### 2. Completed Volunteer Agreement (Must complete a different form for each school)

- a. A separate Agreement must be signed for each school where you want to volunteer.

- b. Complete, sign and date the Volunteer Agreement, which can be found on the District's website under District Offices / Volunteers.
- c. Completed Agreement can be returned to the Administration Building or directly to the School Principal's Office.
- d. The Principal is the final approver for acceptance as a volunteer in their building.
- e. All completed forms will be kept in the Human Resources Office. No copies should be kept at the school level.

Approved Volunteers will be entered in Aspen once both completed documents have been received in the Human Resources Office.

All questions regarding volunteers, the Volunteer Procedures or background checks should be directed to Kimberly Aguiar, Police Liaison, at [Kimberly.Aguiar@bwrsd.org](mailto:Kimberly.Aguiar@bwrsd.org) or 253-4000, Extension 5135.

**IMPORTANT: Parents must complete the volunteer process to participate in any school activities outside the classroom (i.e., field trips, Project Aces). Parents who would like to observe their own child's teaching and learning in the classroom (i.e., Learning Looks, classroom instruction, public events) are not required to complete the volunteer process.**