

NORTH ROSE - WOLCOTT CENTRAL SCHOOL DISTRICT

11631 SALTER-COLVIN ROAD WOLCOTT, NEW YORK 14590 P. 315.594.3141 F. 315.594.2352

Robert D. Magin
Assistant Superintendent
for Business and Operations

Michael L. Pullen
Superintendent of Schools

Megan C. Paliotti
Assistant Superintendent
for Instruction and School Improvement

Dear Community Member,

Thank you for offering your time to serve as a volunteer with the North Rose-Wolcott Central School District. **Volunteers** provide **much appreciated** support to both our students and staff. To ensure the safety of our school community, the district follows specific protocols to process each application. Please understand that although the steps may take time, **student safety is of utmost importance.**

Steps to become a volunteer:

1. Fill out the attached application and be sure to:

-**Include a working email address.** This is a key component to the application as we will communicate with you through your email address. If desired, provide a second email address in addition to assist with the process. **Note:** the verification system seems to “prefer” Gmail and Yahoo email addresses, in case you have email addresses through either provider.

-**Completely answer** all of the questions. An incomplete application cannot move forward.

-Sign and date the application.

-Sign and date the Confidentiality Agreement.

-Return your completed application directly to District Office:

c/o Jan McDorman
11631 Salter-Colvin Road
Wolcott, NY 14590

2. **Check your email.** Once the application is received, reviewed, and the District determines to move forward, you will receive an email with a link to move forward in the process. This link is valid for 10 days and only works when accessed on a desktop computer. **Note:** Cell phone, iPhone, and iPad access to the link and program are not available at this time.

3. **The email subject will look similar to this:**

 WAY00018 - Candidate Direct

Your Name

Fri 10:18 AM

4. When you open the email, you will see a screen similar to this:

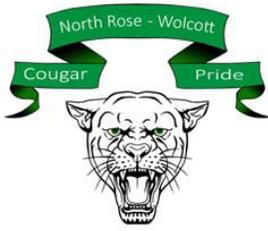


Welcome to our screening submission portal.

The screening process is a valuable component in our organization's effort to manage risk. This easy and secure process will allow you to provide all of the information necessary to complete your background report. The report used by our organization is limited to the scope of the searches listed below. When you are ready to proceed click the **START** button to continue.

WayneFinger Lakes BOCES - Report Details

Social Security Number Verification/Address History, Government Sanctions, Nationwide Sex Offender Registry, Multi-State Criminal Search, Single County Searches



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5. Use the Background Check Number provided in the email here:

* Background Check Number:
* Last Name:

HOW IT WORKS

Sign Disclosure and
Authorization forms.



Provide your Personal
Information



Confirm the Order

6. When Intellicorp (through the Wayne Finger Lakes BOCES screening submission portal) receives your information, they usually provide verification to our school district within 5 business days.
7. Once the District Office receives the completed application and conducts a final review of all materials, including the information contained in the background check, you may be recommended to the Board of Education for final approval. In that instance, your name will be submitted to the Board of Education, at the next monthly Board of Education meeting on the calendar, requesting approval to serve as a volunteer.
8. Upon Board of Education approval, you will receive a letter in the mail confirming your opportunity to serve as a volunteer for the current school year.
9. Volunteer applications are **valid for the current school year**. Next school year, you will complete the Volunteer Renewal Form (available in school buildings, District Office, website) and the background check portion of this process again. Revisiting each volunteer's information helps to ensure the safety of our students.
10. Please note the steps of the process. The sooner the district receives the application and a volunteer completes the steps for a safety related background check, the sooner the district is able to welcome you as a volunteer at your child's event, in the classroom or otherwise meeting the needs of our school district.

Thank you again for offering to volunteer!