

Directions to Renew as a Volunteer with the North Rose-Wolcott Central School District

Thank you for serving as a volunteer with the North Rose-Wolcott Central School District in the past. If you are interested in serving as a volunteer this school year, please complete two required steps:

- 1- Fill out, sign, and submit the Volunteer Renewal Form (attached to the email)
- 2-Complete the Intellicorp Background Check when the link is sent to your email address


Directions:

1. Fill out the Volunteer Renewal Form. It may be obtained at any building, District Office, or on the school district website at www.nrwcs.org Complete all portions of the form and submit to:

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

2. Once the Volunteer Renewal Form is received, reviewed, and the District determines to move forward, you will receive an email from Intellicorp 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.

a. The email subject will look similar to this:

 WAY00018 - Candidate Direct

Your Name

Fri 10:18 AM

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



http://portal/default.aspx
http://portal/default.aspx

WAYNE - FINGER LAKES
Board of Cooperative Educational Services
Making Success Possible

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

Rose R. Nativio
P: 888-946-8355
www.intellicorp.net

Intellicorp FCRA Basic Certification

c. 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

d. 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.

e. Once the District Office receives the complete, signed Volunteer Renewal Form and conducts a final review of all materials, including 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.

f. Upon Board of Education approval, you will receive a letter in the mail confirming the opportunity to serve as a volunteer for the current school year.

Please understand that although the steps may take time, student safety is of utmost importance.

Questions? Contact: Jan McDorman at jmcdorman@nrwcs.org (315) 594-3150