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:

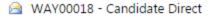
- 1- Fill out, sign, and submit the Volunteer Renewal Form (attached to the email)
- 2-Complete the Intellicorp Background Check when the link is sent to your email address

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

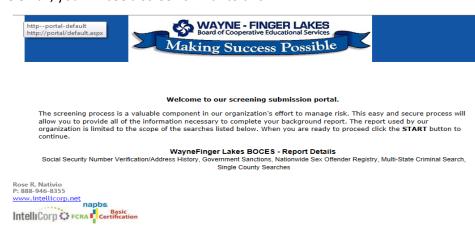
- **2.** Once the Volunteer Renewal Form is received, reviewed, and the District determines to move forward, you will receive an email from Intellicorp with a link to move forward in the process. This link is valid for 10 days and only works when accessed on a desktop computer. *Note:* Cell phone, iPhone, and iPad access to the link and program are not available at this time.
 - a. The email subject will look similar to this:



Your Name

Fri 10:18 AM

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



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

* Background Check Number: * Last Name:	Start	
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