

Dear Parents, Guardians, and Community members:

Volunteering in schools is a wonderful, beneficial experience that rewards not only the students and the teachers, but also the volunteers themselves. It provides an opportunity to create positive relationships and support schools in succeeding in their overall goal of student achievement. Centennial understands it is our responsibility to ensure the safety of our students. To promote a safe, nurturing, and supportive educational environment in which students can pursue their educational goals, Centennial will maintain a background screening program for regularly scheduled volunteers as part of the approval process for volunteering in school activities and events. Beginning Monday, January 3, 2011, regular volunteers who are new to the school district will be required to complete an online background screening. Volunteers who have previously been approved prior to January 3rd of this current school year will not be required to complete the background online screening. Beginning with the 2011-2012 school year, all regular volunteers will be required to complete the background screening program each year prior to volunteering that year.

Regular volunteers required to complete the background screening program include, but are not limited to, those who help in the following activities:

- Volunteers with a regular schedule in the school (classroom, health room, playground, cafeteria, library, greeters)
- Activity/Club mentor, volunteer or chaperone
- TAG (Talented and Gifted) mentor, volunteer or chaperone
- Overnight trip chaperone
- At-Home (Student Contact) (ex. host of team dinner, building parade float)
- Volunteer coach (interscholastic or intramural)
- Volunteer attending field trips
- Crossing guard

Occasional volunteers will not be required to complete the online background screening program. The school staff will conduct a minimal background screening for those individuals as appropriate. This category includes, but is not limited to, those who help in the following activities:

- Occasional volunteer (ex. classroom party, school/community event)
- School-sponsored events (ex. career fairs, book fairs, after-prom, science fairs, school dances, guest speakers, field day, registrations)
- Projects w/little or only incidental contact w/students (ex. fundraisers, boosters, concession stands, scorekeepers)
- School Accountability Committees/School Improvement Teams, the District Accountability Committee, District Parent Council, PTOs, PTAs, and PEN participants

Adults requesting to be considered regular volunteers in BVSD must complete an online background screening at the following website: [www.tcllogiq.com/bvsdv](http://www.tcllogiq.com/bvsdv) The cost of the background screen is \$16.00 plus applicable state fees. The BVSD volunteer background screening program will be maintained by a company called TClLogiQ. The information obtained from the background screening will be used for the sole purpose of determining eligibility of volunteering in Boulder Valley School District and will not be shared or given to any other agency. Any information obtained will remain confidential and will be viewed only by the BVSD Human Resource Department. Once a volunteer is approved through the online screening program, he/she will be approved to volunteer at any (non-charter) school within BVSD during that school year. The fee will be paid to TClLogiQ by the volunteer at the time he/she goes online to initiate a background screen. TClLogiQ will accept payment through the online payment service Authorized.Net - MasterCard, Visa, Discover, and American Express are accepted. Other forms of payment are also accepted and can be arranged through TClLogiQ.

We appreciate your cooperation and support of this new expanded background screening program. We share with you the priority to ensure the welfare and safety of our students. Please contact the school office or BVSD Human Resources with any questions you may have regarding this program.

Best Regards,

Centennial Middle School Administration and Staff