

## **Volunteering at Columbine Elementary and the Boulder Valley School District (BVSD)**

Thank you for volunteering to work with Columbine Elementary/BVSD! Volunteers make up a very important part of the Columbine Elementary/BVSD community and we appreciate your desire to work with us to achieve greater service for all of the communities we serve. 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.

Columbine Elementary/BVSD 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, Columbine Elementary/BVSD will maintain a background-screening program for regularly scheduled volunteers as part of the approval process for volunteering in school activities and events.

### **Background Checks for Volunteers**

As outlined by [BVSD policy](#) 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 trip
- 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

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 Columbine Elementary office or BVSD Human Resources with any questions you may have regarding this program.

**Thank you for your interest in volunteering for Columbine Elementary Elementary/Boulder Valley Schools. We look forward to working with you!**

[Volunteer Agreement - Noncoaching.pdf](#) ([Spanish Volunteer Agreement](#)) (All volunteers must complete the Volunteer Agreement Form and adults requesting to be considered regular volunteers at school must complete the Volunteer Agreement Form along with a background-screening (see above) at: [www.tcllogiq.combvsdv/](http://www.tcllogiq.combvsdv/). This must be completed every school year. The cost of the background screen is \$16.00 or \$22.50 if driving students plus applicable state fees. The fee will be paid to TCLogiQ by the volunteer at the time he/she goes online to initiate a background screen. TCLogiQ will accept payment through the online payment service Authorized.Net - MasterCard, Visa, Discover, and American Express credit cards are accepted. Other forms of payment are also accepted and can be arranged through TCLogiQ. Should you have any questions/concerns about the background screening call TCLogiQ directly at 1-877-825-6447. Turnaround time for background screenings is 24-36 hours.