



ROCHESTER COMMUNITY SCHOOLS
VOLUNTEER GUIDELINES AND ICHAT AUTHORIZATION FORM
2020-2021

Volunteer Guidelines

Volunteers to the Rochester Community Schools may be used on a temporary basis to give support to a classroom or program. Volunteers are appreciated but should not be a distraction to the school environment. The following guidelines are to be used as volunteers are assigned to classrooms or programs:

- If a volunteer will be with students for a significant length of time without a RCS employee being present, or will be with students on a regular basis, that volunteer will be required to have a Michigan State Police Internet Criminal History Access Tool (ICHAT) screening annually.
Please only complete one form per school year. ICHATs must be run every school year.
You MUST attach a copy of your Driver's License or State ID with this form in order for it to be processed.

ICHAT AUTHORIZATION -

PLEASE PRINT CLEARLY * = Required Field

Please return this form to your building secretary and/or appropriate department for review.

*Teacher's Name: School Building(s):

*Student(s) Name(s):

Volunteer Information

*Full Legal First Name: *Legal Last Name: *MI:

*Other First Name: *Maiden/Other Last Name: *MI:

Phone Number: Alternate Phone Number:

I am a current Rochester Community Schools employee at

*Race: Indicate best option per ICHAT system choices: Check one
American Indian or Alaskan Native
Asian or Pacific Islander
Black
White
Unknown/Other

*Gender: Male Female
*Birth Date: MM/DD/YYYY

*Reason for Background Check: Check all that apply

- Classroom Volunteer
Field Trip Chaperone - Date of Trip:
Band Boosters
Club Sponsor:
College Field Placement
Summer Music Theatre
Enrichment/BASES Program:
Returning Overnight Chaperone:
Returning Volunteer Coach:
Other:

*** NEW VOLUNTEER / ASSISTANT COACHES AND ANY OVERNIGHT CAMP REQUIRE FINGERPRINTING ***

My signature below is representative of my approval for the Rochester Community Schools Human Resources Department to conduct a criminal background check against my records using the Michigan State Police ICHAT system.

*Volunteer Signature: Date:
(No electronic signatures will be accepted.) (For Office Use Only)

BUILDING SECRETARY: To avoid running duplicate background checks and accruing additional fees, please initial here that you have reviewed this form and have checked the master list before sending to Central Office:

Approved Date: Not Approved Date: