



ROCHESTER COMMUNITY SCHOOLS VOLUNTEER GUIDELINES AND ICHAT AUTHORIZATION FORM

Volunteer Guidelines

Volunteers to the Rochester Community Schools may be used on a temporary basis to give support to a classroom or program. The following guidelines are to be used as volunteers are assigned to classrooms or programs:

- Volunteers are appreciated but should not be a distraction to the school environment.
- 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 (I-CHAT) screening annually. The results of this I-CHAT criminal background check will remain confidential and will only be used by School District administration to determine if you have been convicted of an offense that would otherwise prohibit you from working in our schools.

I-CHAT AUTHORIZATION

Please return this form to the Executive Assistant to the Asst. Superintendent for Business Affairs, 501 W. University, Rochester, MI 48307

PLEASE PRINT CLEARLY *Required Field

*School Year: _____ *School Building(s): _____

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

*Phone Number: _____ Alternate Phone Number: _____

*Race: Indicate best option per ICHAT system choices: Check one

- | | |
|---|---|
| <input type="radio"/> White | <input type="radio"/> American Indian or Alaskan Native |
| <input type="radio"/> Black | <input type="radio"/> Unknown/Other |
| <input type="radio"/> Asian or Pacific Islander | |

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

*Maiden Name: _____ *Other First Name: _____ *MI: _____

*Other Last Name: _____ *Other First Name: _____ *MI: _____

*Reason for Background Check: Check all that apply

- | | |
|--|---|
| <input type="radio"/> Band Boosters | <input type="radio"/> Field Trip Chaperone |
| <input type="radio"/> BASES Volunteer | <input type="radio"/> Student Teacher |
| <input type="radio"/> Classroom Volunteer | <input type="radio"/> Summer Music Theatre |
| <input type="radio"/> Camp Chaperone | <input type="radio"/> Volunteer Coach / Assistant Coach |
| <input type="radio"/> Enrichment Volunteer | <input type="radio"/> Other: _____ |

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.

*Applicant Signature: _____ Date: _____

(For Office Use Only)

Approved Date: _____ Not Approved Date: _____