



Volunteer Services Changes for 2015-2016 School Year

Effective August 3, 2015...

We're going electronic!

The process for onboarding volunteers will be faster, more accurate, and will require much less work for volunteer coordinators and secretaries.

- **The 270 form (volunteer application) will be online**
 - A link to the electronic 270 form will be on school websites, district website and can be emailed.
 - Volunteer will fill out one 270 form (instead of one at each school).
 - We plan to arrange computers at Open Houses so volunteers can complete the 270 while there.
 - 270 Form will be a Google form and populate a Google spreadsheet.
 - Spreadsheet will be shared via a Google account at each school.
 - Spreadsheet will include Level 1 and Level 2 volunteers from all schools.
 - Spreadsheet will have background check expiration dates.
 - Volunteer coordinators will know who all volunteers are in the district.
 - Information from online 270 form will be uploaded to RAPTOR.
 - Please arrange access for families without computer access.
 - Some families may not have computer access.
 - Be prepared at your school with a procedure when a family comes in and needs to fill out a 270 form.
 - Do not need a dedicated computer for volunteer services, just direct them to a computer that they can use to fill out the 270 form.
- **Background check requests and payment will be online**
 - Volunteer will indicate if they want to be level 2 on the online 270 form
 - Volunteer will be able to pay for the background check via credit card while completing 270.
 - Background check requests will come automatically to district office and forwarded to Janus.
 - Once background check is completed, volunteer will be approved in RAPTOR and school volunteer coordinator will be informed.
- **Volunteers can still pay for background checks with a check**
 - Secretaries can take a check, pony the check to district volunteer services department and email district office to notify that payment is on its way.

**NOTE: The CURRENT procedures will continue until 6/30/2015.
The NEW online system will start 8/3/2015.**