

PROCESS FOR DESIGNATED VOLUNTEERS

Please submit all completed packets to your school secretary

For Returning Designated Volunteers Packet:

- Bully Prevention Training Primex- Please submit your certificate of completion to HR at SAU
- IJOC Policy and Service Agreement
- IJOC Confidentiality Agreement
- Should have a badge from previous years but contact HR if you need one.
hr@sau33.com

For New Designated Volunteers Packet:

- **FBI LIVSCAN AND STATE BACKGROUND CHECK:**

New Volunteers will need to set up an appointment online with the Criminal Division of the State of NH to receive their full background check. This will only need to be done once as long as the volunteer returns each year to volunteer and there is no lapse of activity for more than one year. The cost is \$21.25 and you will need to pay online. Volunteers will be fully reimbursed through the school district once approved by the State.

Please go to [this link](#), and click on the picture of a fingerprint at the top right corner of the page.

Directions are attached.

- IJOC Policy and Service Agreement
- IJOC Confidentiality Agreement
- AUP Policy and Acknowledgement
- Bully Prevention Training Primex- Please submit your certificate of completion to HR at SAU
- Contact HR at hr@sau33.com to come by the SAU and get your picture taken for a badge. This badge will give you copier access only, and you will still need to sign in with the school each day you volunteer.