



2011-2012 SCHOOL YEAR

Dear Parents and other school volunteers:

If you are planning on volunteering at a Washoe County School District (WCSD) school, there is information you need to know. At Washoe County School District we encourage volunteering and wish to thank you in advance for your support. For the safety of all children, WCSD has a volunteer screening policy. We appreciate your patience and compliance in keeping our schools safe.

All volunteers **must** complete a School Volunteer Application and submit to a picture ID check. IDs need to be an official domestic or international (driver's license, passport, etc.). A picture ID copy is attached to the School Volunteer Application. Applications are available at your school office or on the WCSD web page at www.washoe.k12.nv.us/volunteering. Applications are turned in to the school office or at the Volunteer Services Office, 7495 South Virginia Street, Reno. Volunteers may begin volunteering 2 weeks after the volunteer application has been turned in to the school office. All applications are given a "Wants and Warrants" check. A School Volunteer Application is good for a twelve (12) month period. Every year, please plan to submit a new application for a current "Wants and Warrants" check. If you are on an active "Wanted list" (register sex offender, terrorist list, etc.) or if you have a serious outstanding "Warrant For Arrest," **YOU WILL NOT BE ALLOWED TO VOLUNTEER AT WASHOE COUNTY SCHOOL DISTRICT.**

OVERNIGHT CHAPERONES

It may be difficult to know in advance, but if you wish to volunteer as an Overnight Chaperone on a field trip, you **must** be fingerprinted at least **six (6) weeks** in advance of the field trip date. There is no charge for volunteers, but fingerprinting must be authorized by your principal, an agent of the principal or from Volunteer Services. It's better to be prepared, so if you might volunteer as an Overnight Chaperone, please plan to be fingerprinted. Having fingerprinting done in the summer time is a great idea. **If you are not fingerprinted six (6) weeks in advance, you will not be allowed to participate as an Overnight Chaperone. Fingerprinting is good for twelve (12 months).**

To be fingerprinted for Overnight Chaperoning, you must take the authorized (signed) School Volunteer Application with the attached picture ID to the Fingerprint ID and Background Office (you will not be charged if you bring the School Volunteer Application). Fingerprinting personnel will give you a confirmation notice that you **must** return to your school staff person to show you have completed your fingerprinting requirement.

The Fingerprint ID and Background Office is located at 425 E. Ninth Street in Reno (Cross streets are Valley Road and Evans Avenue, near the University of Nevada). The Fingerprint ID and Background (FIB) office is located in the back on the left side of the building. If you have problems locating the FIB office, go to the main entrance and ask the receptionist for the Fingerprint ID and Background Office and someone will direct you).

Fingerprinting is available "Drop-In" from 9 am-12:00 pm and from 12:30 pm-4:00 pm, every Monday through Friday (excluding holidays). For out of area fingerprinting requirements, contact Volunteer Services at 775-851-5655. You will be notified if there are any problems with your screening, no news is good news.

SANCTIONED AND UNSANCTIONED FIELD TRIPS

Your child may receive information through school staff regarding trips away from the school. Trips which are sanctioned by the school district will be clearly identified as **sanctioned field trips of the Washoe County School District**. This means that certain precautions have been taken regarding transportation and supervision of the students while on the trip.

In contrast, you may receive information regarding unsanctioned field trips. The Washoe County School District is unaware of any safeguards taken by the sponsors of unsanctioned field trips. The Washoe County School District is not responsible, in any way, for anything that occurs on unsanctioned field trips. You should communicate directly with the trip's sponsors regarding who to contact in case of any emergency during this trip. If you are unsure if a trip is sanctioned, please contact your principal for clarification.

VOLUNTEER COACHES

To be a Voluntary Coach, please contact Student Services at 775-348-0375. Volunteer Coaches must fulfill mandatory fingerprinting requirements and additional application requirements.



QUESTIONS? Contact Volunteer Services: 775-851-5655