



Mercer County Schools

2018-19 Volunteer Information

According to KRS 161.148 a regularly scheduled volunteer or school chaperone **must** have a criminal records check conducted by the Administrative Office of the Courts (AOC) **or** the Kentucky State Police. The processing charge by the AOC is \$10. The Mercer County School District will pay the \$10 fee for any person who completes the District Volunteer Confidentiality Training Program. The dates for the 2018-19 school year are below:

- **MCIS – August 21 and August 29 at 5:30 pm in the Media Center - for all NEW district volunteers**

You only need to attend ONE training if you are a NEW volunteer to the district. If you are on the Certified or Classified Sub List for Mercer County Schools YOU DO NOT need this training or background check.

Please see the chart below for guidelines of who will NEED to complete the confidentiality training to be a **REGULARLY SCHEDULED** volunteer.

<u>You DO NOT need a criminal check if you are doing the following with your child:</u>	<u>You WILL need a criminal check if you do the following at any school in the district:</u>
Going on a field trip with my child/grandchild. Eating lunch with my child/grandchild.	I am in charge of students on a field trip (small groups) at the teacher's/sponsor's request.
I will attend my child's classroom party, play, reward party, etc only a few times per year.	I work in the school on a regularly scheduled basis at the teacher's request, i.e. weekly or biweekly.
I work at the book fair, art fair, fall festival, or field day; any single day event a few times a year.	I chaperone dances at my child's school at the principal's or school staff request.

***** Regularly scheduled basis is anything that happens more than a few times throughout the school year.**

If you are a NEW volunteer and interested in helping at any school, please contact your Family Resource Center or Youth Service Center Coordinator for details or attend ONE training listed above for your child's school.

If you were on the Approved Volunteer list from 2017-18 you will have a re-certification packet to complete and return by 9/30/18. If you are interested in volunteering again this year on a regular basis please see Mrs. Bray or Mrs. Brown for a Volunteer/Confidentiality packet BEFORE Sept 30th.

Thank you for your support of the Mercer County School District.