



KATHRYN S. NOVE, Director of Employee Relations
Human Resources
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503-399-3061 • FAX: 503-375-7802

Sandy Husk, Superintendent

Dear Volunteer Applicant:

To protect the safety and welfare of our students, Salem-Keizer Public School District conducts background checks on all employees, volunteers and students who work with or around school children. The background check must be done through the Salem Keizer School District. We do not accept background checks from any other source.

Background check forms are needed from people involved in (but not limited to) coaching or team activities, school committees, before and after school programs, athletic (or similar) camps, mentors, student teachers, chaperones, classroom and office helpers, preschools and other programs. In accordance with District policy IFCD #4, any person volunteering, in any capacity, with or in the Salem Keizer Public School District are required to complete the background process.

Volunteers are an essential part of our educational team, we strongly hope you will consider your volunteer opportunities and grant us permission to conduct a criminal history background check; however, if you do not wish to participate because of personal reasons, we understand and respect your decision.

To become a volunteer with the Salem-Keizer Public Schools you will need to first, contact the school/location where you would like to offer your volunteer services. They will provide you with a Criminal History Background Statement and a privacy envelope. Complete and return it in the privacy envelope to our Human Resources Department. This form is handled confidentially. All sections of the form must be complete. We have provided some answers to common questions on a Q & A form on the back of this letter. Forms that are not complete and/or have missing information will be returned, rejected, or delayed in processing. Once we have completed the process the school will be notified. If a question arises upon review of your application that requires further evaluation you will be sent a letter explaining the next step in the approval process.

You are welcome to call us with your questions or concerns at, Human Resources, at 503-399-3061. Again, all information is handled in a professional and confidential manner. Our mission is to offer the safest and healthiest environment for our students and we appreciate your time and patience during the process.

Sincerely,

Kathryn S. Nove
Director, Employee Relations



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Common Questions & Answers
For Volunteer Applicants

What is the definition of “volunteer” for the Salem-Keizer School District? A person who assists/volunteers in any capacity with our District.

Who must complete the Criminal History Background Statement for volunteering? District Policy # IFCD-4, page 8/99. To protect the safety and welfare of District students, all volunteers who work directly or who may have unsupervised contact with students must go through a background check. Legal Reference: ORS 332.075.

Do volunteer coaches, score keepers, timers, and other related volunteer activities need to complete the Criminal History Background Statement prior to volunteering? Yes. Please refer to prior question.

Do students who work with camps, STARS, reading programs, mentoring, one-on-one, childcare classes and other related activities that involve working with other students, need to complete the Student Criminal History Background Statement? Yes. Students complete the Student Criminal History Background Statement. These can be picked up from their school office or downloaded off of the Salem Keizer School District web site at www.salkeiz.k12.or.us.

Do student teachers complete the Salem-Keizer School District Criminal History Background Statement and process? Yes. Even if student teachers completed a background check through their college or university they still need to complete our District background process. *All volunteers/student teachers must complete the investigative process prior to volunteering.*

When can a volunteer applicant begin to volunteer? After the background check process is completed. A person may not volunteer until final approval is submitted through Employee Programs and Benefits.

What happens when a Criminal History Background Statement application is not complete? Forms that are incomplete or inaccurate will not be processed. If possible, we will return the application to the applicant. All sections of the form must be completed and questions answered.

Does the applicant need to disclose their social security number? No. Providing your social security number on this form is voluntary. If for any reason we are unable to complete this background check we may ask you to provide additional means of identification. If you do provide your social security number, we will use it to ensure that we do not misidentify you. Your social security number will be used only as stated above. State and federal laws protect the privacy of your records. *Student volunteers do not need to have a driver's license or social security number listed.*

How do I find out if my criminal record will permit me to volunteer? First you must submit a Criminal History Background Statement.

What happens if any concerns arise during the background check process? We will send you a letter that explains the next step in the approval process. This information is not disclosed over the phone to safeguard your privacy.

Who can we contact if we have any questions about the process? You may contact Employee Programs and Benefits in the Human Resources Department at 503-399-5556.