



**Districtwide Volunteer and Background Check
Management System
Frequently Asked Questions
2016 - 2017**

Contact: Johanna Shrout - 503-356-4443

1. **Why does the Beaverton School District require a Volunteer and Background Check Application to volunteer?** We believe the safety of our students is of the utmost importance. Our parents and community expect us to ensure anyone who comes in contact with their children is appropriate.
2. **Why is the District using a system wide Volunteer and Background Check Management System?** A comprehensive Volunteer and Background Check Management System will create a streamlined common application, integrated Background Checks with subsequent checks every two years, and more flexible coordination of volunteers at multiple locations. The District is using Better Impact and the volunteer access portal is myvolunteerpage.com.
3. **What if I have already completed a Background Check somewhere else?** You must still complete a Beaverton School District Background Check.
4. **How will Background Checks be run?** The information needed to conduct the Background Check is part of the common application. By submitting the application, you are authorizing the District to conduct the Background Check.
5. **What if I decline to give the information needed for the Background Check?** We require Background Checks for volunteers. If you choose to not complete this section of the application, your volunteer request with BSD will be denied.
6. **What should I do if my name changes?** Please email johanna_shrout@beaverton.k12.or.us to request a Background Check under your new name. Approval process must be completed with your new name before volunteering.
7. **Will I be notified when my application and Background Check are cleared?** Yes, you will receive an email when your application is received and another when your profile has been activated. Your profile on myvolunteerpage.com will be active as soon as you receive a *Welcome* email from the school(s) Volunteer Coordinator. After that, you will be able to view and sign up for open volunteer opportunities.
8. **When will I need to resubmit the Background Check?** As part of the application process you will be asked to authorize the District to conduct a criminal history Background Check every two years during your birthday month. Authorization for subsequent checks can be revoked.
9. **What happens if I do not give permission for subsequent Background Checks?** If permission is not given, your profile will be archived two years after the initial Background Check. If authorization for a subsequent check is given at a later date, the profile can be reactivated.
10. **What happens if I am NOT approved to volunteer in the Beaverton School District?** A letter will be sent to the address that you provided. Your name will not appear on any Better Impact page and you will not be allowed to volunteer for the BSD.
11. **What happens if I disagree or believe a mistake has been made by the Beaverton School District?** You will be asked to bring a confidential criminal background check from the Oregon State Police, at your own expense, to the Beaverton School District's Public Safety Office. The information will be reviewed by the Public Safety Office for accuracy. The Beaverton School District is responsible for the safety and security of all its students and staff and therefore reserves the right of final decision.

12. **Can I be denied volunteer status even if I have not been convicted of a crime listed on the District website?** Yes. BSD reserves the right to exclude any volunteer that it determines would be a potential disturbance to the educational process. Volunteer status can be denied and revoked at anytime by the Beaverton School District.
13. **With a common application how will I sign-up for the volunteer positions I am interested in?** Through myvolunteerpage.com you will be able to see all open needs at the school(s) you have selected. From this page, you will be able to sign-up and communicate directly with the school Volunteer Coordinator.
14. **How do I create a profile on myvolunteerpage.com?** A profile will automatically be created for you after you clear the Background Check. You will be able to use this profile from your first volunteer activity through your last.
15. **How can I change my volunteer locations?** Please send an email to update_volunteer_locations@beaverton.k12.or.us to add or remove a school location. If you are no longer volunteering with the District, please send an email notification to this address to archive your profile.
16. **Who may I contact if I have any questions about the Background Check Process?** You may contact the Public Safety Office at 503-356-4444.
17. **Who may I contact if I have any questions about the volunteer application process?** You may either email Volunteer Services at johanna_shrout@beaverton.k12.or.us or call 503-356-4443.

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