



## COOK COUNTY SCHOOL DISTRICT 130

### *District Office*

12300 S. Greenwood Avenue  
Blue Island, IL 60406

Telephone: (708) 385-6800  
Facsimile: (708) 385-8467

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Dear Parent/Guardian,

As we look ahead to the upcoming school year, we hope that you will consider volunteering your time and talents for the benefit of District 130 schools. We strive to create a well-rounded educational foundation for our students—one that includes meaningful engagement with families and our communities. We are extremely grateful for our volunteers, who provide additional support and opportunities that will enhance the learning experience of every student.

Individuals interested in volunteering should first contact a school administrator or secretary, who will explain the district's policies and procedures. They will also provide the *Volunteer Form and Waiver of Liability*, if necessary. This form is required for individuals who wish to:

- Assist with academic programs under the teacher's immediate supervision;
- Supervise or sponsor non-academic school activities;
- Act as chaperones for school field trips.

In order to ensure the welfare and safety for our students, District 130 requires that all prospective volunteers for the outlined activities also complete a one-time, fingerprint-based criminal background check, which is paid for by the district. These results will be reviewed by our Human Resources Department, which will notify individuals who have been cleared to volunteer.

Each school is responsible for providing regular communication regarding school events and opportunities to volunteer. If you have questions about the district's procedures, please contact your building principal. You may also contact one of the district's parent liaisons, at 708-385-6800.

Thank you for your interest in volunteering with District 130. We value your commitment to our students, and look forward to working together throughout the school year.

Sincerely,

A handwritten signature in black ink that reads "Colleen M. McKay".

Colleen M. McKay, Ed.D.  
Superintendent of Schools



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## VOLUNTEER CHECKLIST

**Thank you for your interest in volunteering in District 130 schools! Please follow the steps below to complete the volunteer application process.**

1. Contact the school office for information on starting the volunteer process. The building principal or secretary will provide you with a *Volunteer Form and Waiver of Liability* only if you wish to:
  - Assist with academic programs under a teacher's immediate supervision (classroom volunteers, tutors, etc.);
  - Supervise or sponsor non-academic school activities (ex: PTO, clubs or athletics);
  - Act as a chaperone for school field trips.
2. Complete the *Volunteer Form and Waiver of Liability* and return it to the building secretary.
3. The District 130 Human Resources Department will run a preliminary, name-based background check. Once you pass the preliminary check, you will be contacted with instructions and paperwork for completing the fingerprint-based criminal background check.
4. Complete the fingerprint-based criminal background check, and return the receipt to the school or Human Resources Department, located at 12300 S. Greenwood Ave. in Blue Island.
5. A confidential secretary in the Human Resources Department will review the results of your fingerprint-based background check, and will indicate on your original application whether you have been approved to volunteer. The secretary maintains a spreadsheet of approved volunteers, which is shared with school administrators and secretaries as it is updated.
6. A school secretary will contact you once you've been cleared. Building administrators are responsible for assigning and scheduling volunteers throughout the school year.

**Thank you again for volunteering your time and talents for the benefit of District 130 students. We look forward to working with you!**



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## **VOLUNTEER FREQUENTLY ASKED QUESTIONS**

### **Why does District 130 require a fingerprint-based criminal background check for volunteers, and what types of criminal offenses would prohibit a parent/guardian from volunteering?**

Ensuring the welfare and safety of our students is our top priority, which is why we take the necessary steps to screen all individuals who have direct contact with children. Board Policy 6:250 (Community Resources Persons and Volunteers) states: "The Superintendent shall establish procedures for securing and screening resource persons and volunteers." In accordance with the policy, a person who is a "sex offender," as defined by the Sex Offender Registration Act, or a "violent offender against youth," as defined in the Child Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer."

To ensure compliance with this policy, District 130 implemented a Raptor security system in all of our schools in 2015 that enabled school administrators and secretaries to electronically run all visitors against sex offender databases from all 50 states. Additionally, the Human Resources Department conducts preliminary background checks through the following agencies: Illinois Sex Offender Database Registry, Illinois Murderer and Violent Offender Against Youth Registry, Dru Sjodin National Sex Offender Public Website, and the Illinois Methamphetamine Manufacturer Database. Although these databases provide a significant amount of information, the fingerprint-based criminal background check provides a more comprehensive report, which allows us to make the best possible decision for the safety of our students.

### **Will the fingerprint-based criminal background check affect my immigration status?**

District 130 does not require individuals to reveal their immigration status during volunteer screening, registration or any other procedure. Fingerprinting results are only used to check for criminal convictions that would prohibit individuals from volunteering. The results and all associated documents are secured in the Human Resources office, and are not shared with outside agencies.

### **What is the cost of the fingerprint-based criminal background check?**

There is no cost to parents/guardians. District 130 covers all costs associated with the check.

### **What type of personal information is required for the fingerprint-based criminal background check?**

The agency's application asks for the individual's first and last name, address, date of birth, sex, race, physical description, place of birth, contact information and a Social Security number. An applicant may decline to provide a Social Security number, but it will take the agency longer to conduct the background check.

### **Does the fingerprinting agency require photo identification?**

Yes. Acceptable forms include a valid driver's license, state ID, United States passport, green card, Certificate of Naturalization, or a work visa that is valid, stamped and dated. The agency does not accept consular identification cards or expired visas.

### **Who receives the results of the fingerprint-based criminal background check?**

Results are sent directly to the District 130 Human Resources Department, and are not shared with the fingerprinting agency. A confidential secretary will indicate on the applicant's original Volunteer Form and Waiver of Liability whether he/she has been cleared to volunteer. The only information shared with school



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administrators and secretaries is whether or not a person has been cleared. All details of the report remain sealed in the Human Resources office.

#### **How long does it take to process the fingerprints?**

Once the applicant is fingerprinted, results are sent directly to District 130 within 24 to 48 hours. If the applicant declined to provide a Social Security number, it could take a week or longer to receive results.

#### **Will I need to be fingerprinted every year?**

No. Although parents and guardians are required to submit an updated Volunteer Form and Waiver of Liability each year, they only need to be fingerprinted once.

#### **Can fingerprints submitted through another agency or organization be used?**

Unfortunately, we cannot accept results from outside agencies. Volunteers must be fingerprinted through the agency used by District 130.

#### **If I was fingerprinted for employment or volunteering at District 130 in the past, do I need to do it again?**

If you have previously been fingerprinted through District 130, please contact the Human Resources Department. If the office has a record of your background check, you do not need to complete the process again.

#### **During the preliminary background check (prior to fingerprinting), what are the agencies screening for?**

The Human Resources Department conducts preliminary checks through four agencies, which provide the following information:

Illinois Sex Offender Database Registry: Identifies individuals who have been convicted of certain sex offenses and/or crimes against children.

Illinois Murderer and Violent Offender Against Youth Registry: Identifies violent offenders against youth who have been convicted of certain offenses and/or crimes against children.

Dru Sjodin National Sex Offender Public Website: A public safety resource that provides information on sex offenders nationwide.

Illinois Methamphetamine Manufacturer Database: Identifies individuals convicted of participation in methamphetamine manufacturing on or after June 5, 2006.

**If you have any further questions or concerns, please contact your building principal or the District 130 Human Resources Department (708-385-6800).**

**We look forward to working with you!**

**COOK COUNTY SCHOOL DISTRICT 130  
VOLUNTEER FORM & WAIVER OF LIABILITY  
2021 – 2022 School Year**

Volunteers must complete this form one time each school year. This form is only necessary for individuals that are utilized as follows:

1. For non-teaching duties;
2. To assist with academic programs under a teacher’s immediate supervision;
3. As supervisors, chaperones, or sponsors for academic and non-academic school activities.

**Personal Information:**

Volunteer Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I am a:  Parent/Guardian  Relative  Community Member

**Please list all children currently attending District 130:**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_  
 Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_  
 Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_  
 Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

**Please check all volunteer activities that you would be interested in performing:**

School PTO  Assisting or chaperoning academic and non-academic school activities  
 Assisting at the main office  Assisting with academic programs  
 Other: \_\_\_\_\_

**Do you speak another language?**  Yes  No If yes, what language(s)? \_\_\_\_\_

**Availability:** Please list the day(s) of the week and times that you are available to volunteer.

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday/Sunday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

**At which school(s) are you willing to volunteer? (Check all that apply)**

- Paul Revere Primary (K-3), 2300 W. 123<sup>rd</sup> Place, Blue Island
- Paul Revere Intermediate (4-5), 12331 S. Gregory, Blue Island
- Veterans Memorial Middle (6-8), 12320 S. Greenwood, Blue Island
- Lincoln (K-3), 2140 W. Broadway, Blue Island
- Whittier (4-5), 13043 S. Maple Avenue, Blue Island
- Kerr Middle (6-8), 12915 S. Maple Avenue, Blue Island
- Nathan Hale Pre-K, 5318 W. 135<sup>th</sup> Street, Crestwood
- Nathan Hale Primary (K-3), 5324 W. 135<sup>th</sup> Street, Crestwood
- Nathan Hale Intermediate (4-5), 5312 W. 135<sup>th</sup> Street, Crestwood
- Nathan Hale Middle (6-8), 5220 W. 135<sup>th</sup> Street, Crestwood
- George Washington (K-5), 12545 Homan, Alsip
- Horace Mann (Pre-K), 2975 W. Broadway, Blue Island

Once submitted, you will be screened through the Illinois Sex Offender Database Registry, the Illinois Murderer & Violent Offender Against Youth Registry, the Dru Sjodin National Sex Offender Public Website, and the Illinois State Police Convicted Methamphetamine Manufacturer Registry. In addition, you will be required to complete a fingerprint-based criminal history records check. Each time you volunteer in a building, the main office will issue you a visitor identification badge.

**Application and completed fingerprinting forms must be returned to:**

Cook County School District 130  
Human Resources Department  
12300 S. Greenwood Avenue  
Blue Island, IL 60406

**By your signature below:**

You acknowledge that the information provided on this form is correct, and agree to the volunteer screening.

\_\_\_\_\_  
Volunteer's Signature \_\_\_\_\_  
Date

**District Office Use Only**

Illinois Sex Offender Database Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)  
Registry checked by: \_\_\_\_\_ Date: \_\_\_\_\_ (mandatory)

Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)  
Registry checked by: \_\_\_\_\_ Date: \_\_\_\_\_ (mandatory)

Dru Sjodin National Sex Offender Public Website (NSOPW), [www.nsopr.gov](http://www.nsopr.gov)  
NSOPW checked by: \_\_\_\_\_ Date: \_\_\_\_\_ (mandatory)

Illinois Methamphetamine Manufacturer Database, <http://www.isp.state.il.us/meth/meth.cfm>  
Registry checked by: \_\_\_\_\_ Date: \_\_\_\_\_ (mandatory)

Returning Volunteer – Background check previously completed

Date that the background check was requested: \_\_\_\_\_

Date that the background check was received and reviewed: \_\_\_\_\_

Check reviewed by (please print): \_\_\_\_\_

\_\_\_\_\_  
Signature of reviewer \_\_\_\_\_  
Date

**Approved to Volunteer**

**Not Approved to Volunteer**