

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCCOOK VALLEY SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road, Peterborough, NH, 03458-1197

Telephone: 603-924-3336 x2033

Fax: 603-924-6707

FAQs for Designated Volunteers (DV)

1. What is a Designated Volunteer?

A Designated Volunteer (DV) means any volunteer who is regularly assigned and meets with students on a one-on-one basis. This shall include, but not be limited to, volunteer drivers and chaperones, volunteer aides who may work alone with a student in a private setting, and any other volunteer so designated by the School Board.

2. What steps need to be followed to become an approved Designated Volunteer?

The School Principal, where he/she will be volunteering, will determine if the Volunteer qualifies under the definition. The DV is given a Criminal Records Check fingerprint packet. The packet contains a Release Authorization Form which must be completed and signed in the presence of a notary. It also includes the fingerprint card that requires additional information be completed. These documents will go with the volunteer to their local police department for fingerprinting, and you will then return all forms to your school. You may contact the Human Resources Department of the Superintendent of Schools, at 924-3336 ext. 2033, to schedule a time to have your fingerprints done at the Superintendent's Office in Peterborough.

3. Why do Designated Volunteers need a Criminal Records Check?

An amendment to RSA 189:13-a requires that SAUs et al, formulate criteria that best defines "designated volunteers" as applied to their SAU. New Hampshire State Police suggest as a benchmark, that if a volunteer is left alone with a child, the volunteer should go through the complete background process. The statute also mandates that the Criminal Records Check be State and FBI.

4. What does the State charge for processing my fingerprints?

The fee for State and FBI criminal checks is \$25.25, and is paid directly by the ConVal School District.

5. Do the police charge a fee for fingerprinting me?

It is best that you go to the Police Department in your town; however, some Police Departments could charge as much as \$25.00 which will be the responsibility of the DV. The Town of Peterborough currently does fingerprinting on Monday's beginning at 4 p.m., and prefers that you call ahead (\$10.00 fee for non-residents.) Remember, you can have your fingerprinting done at the Superintendent's Office at no charge.

6. Can/How do Designated Volunteers get reimbursed for the out-of-pocket processing fees?

The School District pays the State fee of \$25.00; however, any fees charged by the Police Department are the responsibility of the DV.

Mission Statement

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens.

7. Do Designated Volunteers require annual Criminal Records Checks?

No, as long as the DV continues with volunteer activities. If there is a break of more than 12 months of volunteer activities, then another Criminal Records Check will be required.

8. Who gets to view my criminal records check? Will this information be shared?

The Human Resources Department will see the results of the report and immediately destroys it according to NH RSA 189:13-a,III.

9. Is my information kept on file?

No. The HR Department will see the results and immediately destroy it according to NH RSA 189:13-a,III.

10. Is someone available to help me fill out the required forms?

Yes, the School Principal or the Human Resources Department.

11. What level criminal offense would prevent volunteer approval?

By decision of the appropriate governing body, a school administrative unit, school district, chartered public school, or public academy may deny a selected applicant a final offer if such person has been convicted of **ANY** felony in addition to those listed below. As per RSA 189:13-a V, any person who has been charged pending disposition for or convicted of any violation or attempted violation of RSA 630:1; 630:1-a; 630:1-b; 630:2; 632-A:2; 632-A:3; 632-A:4; 633:1; 639:2; 639:3; 645:1, II or III; 645:2; 649-A:3; 649-A:3-a; 649-A:3-b; 649-B:3; or 649-B:4; or any violation or any attempted violation of RSA 650:2 where the act involves a child in material deemed obscene; in this state, or under any statute prohibiting the same conduct in another state, territory, or possession of the United States, shall not be hired by a school administrative unit, school district, chartered public school, or public academy.

12. If I volunteer in two different schools within the District, do I need two separate Criminal Records Check?

No, one is sufficient.

13. What if I already have had a Criminal Records Check from another organization, do I have to have it done again through ConVal?

Yes. It is a requirement of the NH RSA 189:13-a.

14. What if I had a background check done allowing me to work as a substitute within the District. Do I need to have another check done to be a DV?

No. As long as you have been actively working as a substitute within the District without a break of more than 12 months.