

VOLUNTEER FREQUENTLY ASKED QUESTIONS

1. How do I become a volunteer?

Go onto the District's website at www.capoused.org. Go to the "Departments" dropdown, select "Human Resource Services", then click on "Volunteers" under Quick Links, or go to the "Non-Perm" dropdown, and click on "Volunteers". All information, including steps you must take to become a volunteer, is explained on the website.

2. What types of crimes would preclude a volunteer from working in schools?

- Felony sexual offenses with adults or minor
- Crimes against minors (misdemeanor or felony)
- Possession, sales, or use of controlled substances
- Illegal possession or use of weapons or dangerous objects
- Assault and battery
- Burglary or robbery

3. What about something serious that happened many years ago?

The more time has passed, the less likely it will prevent someone from volunteering. If the offense involved children, it is unlikely the prospective volunteer will be cleared.

4. What about misdemeanor convictions for offenses such as DUI, shoplifting or trespassing?

They most likely would not prevent a volunteer from working in a classroom.

5. I recently had my fingerprints taken, how long does it take to find out when my fingerprints have cleared?

It can take up to two weeks for CUSD to receive the fingerprint clearance from the FBI and DOJ, sometimes it may be less time, sometimes more. We recommend prospective volunteers call their school site to find out if their fingerprints have cleared.

6. A prospective Tier I volunteer was fingerprinted for their job, do they need to be fingerprinted again?

Current law prohibits us from sharing databases with other employers. By CUSD receiving the fingerprint clearance, it allows us to receive any subsequent arrest reports. Therefore, law enforcement officers, teachers employed with another school district and other public sector employees are required to obtain fingerprint clearance through CUSD.

7. How long does it take for fingerprints to clear?

The FBI and DOJ does not give us a timeline for receiving fingerprint clearances. It has been our experience most clearances are received within two weeks.

8. Do I need to re-do my fingerprints every year?

CUSD volunteers only need to be fingerprinted and submit to a background check once.

9. How does one get taken off the volunteer list?

Volunteers may be removed from the list by contacting their school site and requesting to be removed from the volunteer list.