



WELCOME BIENVENIDOS WELCOME BIENVENIDOS

Volunteer Information

My Passport to Excellence!

Parent Liaisons: Ms. Brenda (EAST) & Mrs. Myrna (WEST)

Build Bridges By Fostering and Nurturing Through Your — Liaisons!

Ms. Brenda Castro (EAST)

bcastro@gvaschools.org 518-565-0772

- ☐ 7:30-8:30am (EAST); 8:30-1:30pm (WEST);
1:30-4:00pm (EAST)*

Mrs. Myrna Albanez (WEST)

malbanez@gvaschools.org 720-432-3572

- ☐ 7:30am-4:00pm (WEST)*

Getting Started!

Will you be volunteering 1-2 days a week ?

- Process requires checking in with office staff.*
- ID is required!*
- Filling out Sign In Sheet.*
- Obtaining Volunteer pass from office staff*
- Help in office, lunch/recess, drop-off and/or pick-up*
- Assist** Chaperone on field trip*
- Help at school-wide events, PTO e.t.c.*

Getting Started!

— Will you be volunteering 3 days or more?

- ❑ Process requires fingerprinting and a background check.
- ❑ **IndentGO Fingerprinting + Fee: \$49.50 = 10 Hrs.**
- ❑ Filling out Sign In Sheet.
- ❑ Using special ID pass.
- ❑ Help in classrooms
- ❑ Small group Chaperone
- ❑ **all duties as needed**

The Purpose of the Background Check!

- ❑ We want to foster a safe environment for all.*
- ❑ With a Background Check, you will be able to help in the classrooms while students are present.*
- ❑ Work one-on-one with students.*
- ❑ Work in small groups.*
- ❑ Chaperone a small group on our field trips.*

Keeping Track of the Hours

- ❑ Sign in sheet at both campuses.
- ❑ PTO, other meetings use sign-in sheet provided.
- ❑ Work at Home, send email/call and provide teacher(s) name
- ❑ Donations (bring receipts \$20.00 = 1hr.)
- ❑ Other school related duties email liaisons w/ information on person overseeing duties.

Building a Strong Foundation Through Effective Communication!

- ❑ *Notify teachers to make arrangements to support in class, on field trips, at home.*
- ❑ *Notify liaisons to make arrangements to volunteer before school during recess & lunch and/or afterschool.*
- ❑ *Notify office if you would like to help out in the office.*

Volunteer Etiquette

- ❑ Exercise mature judgment. Role Modeling is Key!
- ❑ Respect student's rights and privacy.
- ❑ It is essential to maintain confidentiality!
- ❑ Volunteers should discuss any concerns directly and exclusively with the supervising teacher/staff.
- ❑ Turn cell phones off.

❑

What If A Situation Arises!

- ❑ *Disciplinary action is the legal responsibility of administrators and school staff.*
- ❑ *Volunteers should not be put in a position of having to enforce discipline.*
- ❑ *If you are having a problem, immediately inform the teacher or appropriate staff member.*

Volunteer Duties

Faculty and administration will determine how to most effectively use volunteers.

In some cases a decision may be made to use volunteers in classrooms or to perform other duties than that of a volunteer's child room

We Need Help! A.S.A.P.

EAST CAMPUS:

- ❑ 7:30-8:30 am Morning Support
- ❑ 10:20-1:00 pm Lunch/Recess Support
- ❑ 3:00-3:30 pm After School Support

WEST CAMPUS:

- ❑ 7:30-8:30 am Morning Support
- ❑ 10:20-1:00 pm Lunch/Recess Support
- ❑ 3:00-3:30 pm After School Support

****4 committed volunteers per each time frame****

*1-2 days ID w/office 3 or more fingerprinting
No proof of ID speak to liaisons, directly!*

My Passport to Excellence!

*Thank you for
attending!*

Drive Safe!

FINGERPRINT INFORMATION/RESOURCES

Below is a list of fingerprint resources for GVA/GVAC ENCORE independent contractors. As this information could change, candidates/employees should confirm the accuracy of the information provided by consulting the website listed before going to get fingerprints done. Locations are closed on government holidays. For questions specific to the fingerprint locations, please call the number listed below. If you do not have a fingerprint card, each Police Department should have a supply.

*Note: In the "Reason Fingerprinted" field of the fingerprint card, please enter 22-30 5-110 7. In the "Your No. OCA" field, enter the appropriate code:

- GVAC - CONCJ0587

A candidate must have their fingerprint card submitted and cleared through CBI (Colorado Bureau of Investigations) before beginning employment. At minimum, the person must go 1 week before starting employment. Parents who are volunteering/supervising on overnight student trips should go through the fingerprinting process as well and be cleared before going on the trip. Time for CBI to complete the checks once the cards are submitted varies, but they usually have them back in 2 weeks.

Send fingerprint cards to: Kelly Rossman, HR Director at 555 W 112th Ave., Northglenn, 80234

Police Department Resources For Each Campus + Denver:

Aurora: <https://www.auroragov.org/cms/one.aspx?portalId=1881221&pageId=2036582>

- Location: 15001 E Alameda Pkwy, Aurora, CO 80012, 303-739-6308
- Hours: 10 am - 11:30 am and 3 pm - 5:30 pm Tuesdays and Thursdays
- Cost: \$11.50 for Aurora residents; \$23.00 for non-residents

Denver:

<https://www.denvergov.org/content/denvergov/en/police-department/programs-services/fingerprinting-background-checks.html>

- Location: 1331 Cherokee Street, Denver, CO 80204. We are located in the Police Administration Building on Cherokee Street between 13th and 14th Avenues in Downtown Denver. **Public parking is not provided.** When you arrive, go through security on the first floor and take a number for public fingerprinting. Fingerprinting is done on a first-come, first-serve basis.
- Hours: 10 am - 5:30 pm, Wednesdays & Thursdays.
- Cost: \$10
- Payment: Check or Money Order. Please make all checks or money orders payable to "Manager of Revenue" for the full amount of cards requested.

Northglenn: <https://www.northglenn.org/fingerprints>

- Location: 11701 Community Center Drive, Northglenn, CO 80233
- Hours: By appointment only - call 303-450-8892
- Service provided for residents and individuals who work in the City of Northglenn
- Cost: \$10

Parker: <http://www.parkerpolice.org/456/Fingerprinting>

- Location: Parker Police Department, 18600 E Lincoln Meadows Pkwy, Parker, CO 80134, 303-841-9800
- Hours: Monday, Wednesday and Friday, 9 a.m. - 6 p.m.; and Saturday and Sunday, 10 a.m. - 5 p.m. It is recommended that you arrive by 4 p.m. as it takes approximately 30 minutes for fingerprinting services per person. We provide service on a first-come, first-served walk in basis and do not take appointments.
- The fee for residents or people who work in Douglas county is \$10. Non-residents will be charged \$20. You must bring the exact dollar amount in cash or check form as the Police Department is unable to provide change. Visa and Mastercard are accepted.

Mobile fingerprinting options:

- Aurora, Parker, and Northglenn campuses:
 - Front Range Fingerprinting - <http://www.frfp.com/> 303-794-9342:
 - Cost is \$25/person - each employee would pay at time of getting fingerprints rolled with cash or a credit card
 - Require a minimum of 5 people in order to come out
 - This is a good option if you need to get prints done for parents supervising over-night student trips



Colorado Applicant Background Services Form

Charter School Applicants

To schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

25YFV6

When prompted, please enter the following CBI Account Number

CONCJ4866

Service Code and CBI Account Number are unique to your hiring/licensing agency

Do not use these codes for another purpose

Please bring one of the identification documents from the list below to your enrollment appointment:

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Document that contains a photograph
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- U.S. Tribal or Bureau of Indian Affairs Identification Card (Enhanced Tribal Card Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)



Don't have access to the Internet? You can still schedule an appointment by calling 844.539.5539