

****REVISED****

WESTERLY PUBLIC SCHOOLS
VOLUNTEER BACKGROUND CHECKS
PROCEDURES

- O A simple “**Volunteer**” form needs to be completed by the Volunteer. You will need to go to the Westerly Public Schools, Personnel Office, Jeannie Tomao, Babcock Hall, 15 Highland Avenue, Westerly, to do this. **Wednesdays and Thursdays are the best days from 9:00 am to 2:00 pm – NO** Mondays, Tuesdays or Fridays please!
- O A that time, a \$10.00 fee for “Volunteers Only” (exact cash or check made out to “Westerly Public Schools”) will be collected for the cost of the BCI - you will have a "local" (state of RI) and "nationwide" (fingerprint) check done.
- O If a Volunteer already has a BCI from Westerly Police Department from working somewhere other than WPS, Personnel will need a copy. FINGERPRINTS MUST BE DONE.
- O If you have had a BCI done but it **HAS BEEN OVER 12 MONTHS**, but you have been an “ACTIVE” Volunteer AT WPS, YOU DO NOT NEED ANOTHER BCI DONE.
- O If you HAVE NOT Volunteered within a 12 month period, **YOU WILL NEED TO HAVE ANOTHER BCI DONE AT YOUR OWN EXPENSE.**
- O If you are participating in any school **Field Trips**, **you will need to have a BCI done**, if you do not have one done already.
- O All monies and forms need to be received by Jeannie BEFORE A BCI IS DONE. The Volunteer will get a “receipt” for completing the form and paying the Volunteer fee.
- O You MUST bring this “receipt” with you when you go to have your BCI done. If you do not have the “receipt”, the Volunteer may have to pay the full fee of \$36.00.
- O BCIs are done at the “new” Westerly Police Station, located at 60 Airport Road, Westerly, RI, (at the entrance to the Westerly Airport) on a “**Walk In**” basis as follows (no appointment necessary):

****Please call The Westerly Police Department at 596-2022 for the hours that a BCI can be conducted.****

- O **THIS IS VERY IMPORTANT** – The WPD will send me your BCI results, however, any paperwork received from the WPD needs to be submitted to Jeannie in Personnel in order to enter the Volunteer on the “Volunteer List” submitted to the schools.

If you have any questions, please **contact the Secretary at the school you would like to volunteer at.**

Thank you!
Jeannie Tomao
Personnel Assistant