

BRISTOL WARREN REGIONAL SCHOOL DISTRICT

Human Resources Office
151 State Street
Bristol, Rhode Island 02809
Tel: (401) 253-4000, Extension 5135

VOLUNTEER RENEWAL PROCEDURES

All volunteers who obtained their background checks through the Bristol or Warren Police Department during the prior school year will receive an email during the month of June with instructions and forms to be completed and returned to the Human Resources Office. Each identified volunteer must:

1. Complete, sign and date a Volunteer Agreement – Renewal form
2. Complete, sign and date a School Volunteer Renewal Authority for Release of Information form. All sections must be completed. *NOTE: Volunteers who provide an e-mail address will receive an e-mail notification by September 4, 2017 that their name has been added to a school(s) Volunteer List.*
3. Return both forms to the Human Resources Office, 151 State Street, Bristol by June 30th.
4. During the month of July, background checks will be completed by the Bristol and Warren Police Departments and the results will be mailed/delivered directly to Kimberly Aguiar, Police Liaison, who will oversee the volunteer approval process.
5. Completed forms will be kept in the Human Resources Office. No copies should be kept at the school level.
6. An Approved Volunteer List will be sent to each school at the beginning of the next school year.

NOTE: Any volunteer who does not complete the renewal process by June 30th must re-apply using the new volunteer procedures.

All questions regarding volunteers, the Volunteer Procedures or background checks should be directed to Kimberly Aguiar, Police Liaison, at Kimberly.Aguiar@bwrsd.org or 253-4000, Extension 5135.

IMPORTANT: Parents must complete the volunteer process to participate in any school activities outside the classroom (i.e., field trips, Project Aces). Parents who would like to observe their own child's teaching and learning in the classroom (i.e., Learning Looks, classroom instruction, public events) are not required to complete the volunteer process.