***Hite Elementary Volunteer Information 2013-14***

Volunteers make a difference at Hite! We want you to be a part of the team, and here are a few details:

KRS 161.148 and Board Policy KK: School Visitors and Volunteers

#Requires all volunteers to pass a criminal records check.

This requirement does NOT apply to volunteers who provide assistance at single or sporadic school events and are not responsible for supervising children.

If you plan to volunteer on a regularly scheduled basis or to help supervise students at school or on a field trip, please complete the Volunteer Records Check Form, follow these steps –

* JCPS homepage ([www.jefferson.k12.ky.us](http://www.jefferson.k12.ky.us))
* Click on “Parents”
* Scroll to bottom of the page, select Volunteering – Background Check

Volunteers may print the form, complete it and return to school OR submit online (scroll to bottom of the page). The school district handles all fees related to this process – volunteers do not pay!

If you have a background check on file, you do not have to reapply each year.

Hite volunteers should always sign in, put on a nametag, and sign out afterward. We keep track of volunteer hours as required by the state.

We are happy to have the help of volunteers in the classroom, library, office, computer lab, art room, or lunchroom. Please let us know if you are interested.