



# Daviess County Public Schools

## *Volunteer Application*

Kentucky statute (KRS 17.160) requires that DCPS perform a criminal background check on all individuals who request to serve as a volunteer in our schools. This includes anyone who assists students in or out of the classroom, works in close proximity to students, chaperones or supervises school activities or events (including field trips), or has access to classified or personal information.

To allow us to complete this process, please sign the following authorization, provide the information requested, and return to the school office. All information must be completed and the information provided must be that of the volunteer (not that of a student).

As required by statute, I authorize Daviess County Public Schools to perform the necessary criminal background check to assist in qualifying me as an approved volunteer. I understand that information discovered during the process, including evidence of a felony conviction, a pattern of unlawful behavior, or unresolved cases may disqualify me from serving as a volunteer in DCPS.

\_\_\_\_\_  
Volunteer Applicant's Name (Printed)

\_\_\_\_\_  
Volunteer Applicant's Signature

\_\_\_\_\_  
Date

Maiden Name(s) and/or Alias: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_  
(Your application cannot be processed without your entire social security number)

Street Address / P.O. Box: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### **Criminal Background Check Cost**

The Administrative Office of the Courts charges a fee of \$10 for each background check request submitted. Considering the extensive number of volunteers who are active in DCPS schools, this expense is an additional financial burden on our district. However, we believe that the involvement of volunteers is a vital component of the success of our students and schools, and we are committed to preventing that cost from being a limiting or restrictive factor for our volunteers. For that reason, DCPS will pick up the cost of the background check. However, **to help offset that cost to the district, you may donate the cost of the background check (\$10) if you choose to do so.** If so, you may attach cash or check (made payable to Daviess County Public Schools) to this application. Thank you for considering.