



VOLUNTEER HANDBOOK

Orchard Farm School District Volunteer Program

Administration Office
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www.ofsd.k12.mo.us/parents/volunteers



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WELCOME

We want to thank you for donating your time, talents, and efforts to the Orchard Farm School District. Your involvement in our schools strengthens the educational adventures of all our students. Volunteers are an important part of Orchard Farm, as they extend the capacity of our staff in many ways and enrich the experiences of our students.

Whether our volunteers are helping students master reading skills, helping with a class party, assisting in the library, or supervising on a field trip, volunteers are an integral part of our community.

In this handbook, we have provided information on Orchard Farm's volunteer program as well as differentiated between visitors, volunteers and screened volunteers. Please review this information, and if you have any questions or would like additional details, please contact our Human Resources Department at (636) 925-5451, or email us at hr@ofr5.com.

We are fortunate in Orchard Farm to have many outstanding community members who are dedicated to helping our district provide the best educational experience possible for our students. We want to thank you for your continued support. We greatly appreciate your time and efforts, and we hope to see you in our schools soon.

Orchard Farm School District

**"Empower each learner to excel
in diverse communities"**

VOLUNTEER PROGRAM PURPOSE

The Orchard Farm School District recognizes that volunteers make valuable contributions to our schools and are an essential component to high student achievement and success. The OFSD School Board endorses the volunteer program and encourages volunteer participation in our schools. We believe that providing our community members with opportunities to volunteer strengthens our district as a whole and enriches our student's educational journey in Orchard Farm.

For more information, please review School Board Policy IICC & IICC-AP(1).

The Volunteer Program will:



- Enhance students' learning through experiences
- Offer individual attention to students
- Provide satisfying opportunities for community members
- Strengthen community partnerships
- Support efforts to empower students' growth

We are committed to working with you to ensure volunteering is a rewarding experience for everyone. We value the safety of our students, staff and community members. This handbook outlines the volunteer and screened volunteer application processes so together we may create a safe and successful environment for all.

VISITORS

Visitors are individuals who are not providing a service to the school they are visiting or the students.

Visitors must check in at the main office and depart the school building at the conclusion of the activity or event.

Types of activities and events visitors may attend:

- Parent / Teacher Conferences
- IEP & 504 Meetings
- Assemblies
- Academic competitions
- Guest speakers
- Ceremonies

VOLUNTEERS

Volunteers are individuals who provide service to our district and its schools on an uncompensated basis. Volunteers assist staff members on a prearranged basis and are under direct control of district personnel. Volunteers typically interact with students while they are on campus, but are not required to supervise students. Volunteers check in at the main office, present their BIB verification card, and depart the building at the conclusion of the event.

Types of activities and events volunteers may attend:

- All events listed for visitors
- Class parties
- Field Days
- Helping with specific events (Book Fairs, Picture Day)

The Orchard Farm School District requires all volunteers to be registered with a third-party contractor to conduct a comprehensive criminal and sex offender registry search. This third-party vendor is the **Background Investigation Bureau (BIB)**. Please note that fees associated with BIB registration and annual renewal are at the expense of the volunteer.

Once registered, your application will be approved by our district staff for processing. Each request typically take 2-5 days for processing. District staff will provide final acceptance or denial of each application.

If accepted, BIB will mail a verification card to your home address. Please keep this card and present it to district staff upon check in at the office when you arrive to volunteer at an event.

Registration with BIB is NOT required if you complete the screened volunteer application process.

SCREENED VOLUNTEERS

Screened Volunteers are individuals who provide service to our district and its schools on an uncompensated basis, and who may periodically be required to supervise students. Screened volunteers assist our schools on a regular basis or for a specialized event.

Types of activities and events screened volunteers may attend:

- All events listed for visitors
- All events listed for volunteers
- Oasis
- Aid in school office or library
- Chaperone field trips
- Chaperone overnight trips

The Orchard Farm School District requires four items to be completed in order to become a screened volunteer: volunteer application, FBI/MACHS fingerprinting, Family Care Safety Registry, and annual mandatory training videos.

Please note that fees associated with fingerprinting and Family Care Safety Registry are at the expense of the screened volunteer.

SCREENED VOLUNTEERS

Item One: Volunteer Application

The volunteer application can be found on the Orchard Farm School District website, under the Parents tab: www.ofsd.k12.mo.us/parents/volunteers. Upon submittal of this application, the Human Resources Department will process your application and email you information about the mandatory training videos through VectorSolutions.

Item Two: FBI/MACHS Fingerprinting

Register with [FBI/MACHS Fingerprinting portal](#) using code **8627**. Attend your scheduled appointment and provide necessary payment (*total cost of complete background check is \$39.75 per volunteer*). Fingerprinting results are valid for six years through State and Federal RapBack Program. [Applicant Privacy Rights](#)

Item Three: Family Care Safety Registry

Register with [Family Care Safety Registry](#). Registrations are valid for life-time, so if you are already registered with FCSR, then you do not need to register again. We are able to review the information from your previous registration to determine your volunteer approval. If you are not currently registered, you may register online or by mail-in form.

- [Online Registration](#) with FCSR is quick and easy. All an individual needs is internet access, their social security number and email address, and a valid credit or debit card for payment of the fee. The fee to register online is \$14.00 plus a \$1.25 processing fee.
- [Mail a Worker Registration Form](#), a photocopy of the Social Security card, and a check or money order for the \$14.00 registration fee (if applicable) to the Missouri Department of Health and Senior Services, Fee Receipts Unit, P.O. Box 570, Jefferson City, MO 65102. Mailed forms are processed in the order received.

Item Four: Mandatory Training Videos

Login to the [VectorSolutions, K-12 Training Site](#) using the credentials emailed to you by the Human Resources Department. Complete all assigned training videos.

Once all items have been completed, you will receive an email indicating approval status and receive your Screened Volunteer Card.

FAQ'S

Q: I was a screened volunteer last year. Do I have to get my fingerprints done again?

A: No. You simply have to reapply using the [Volunteer Application](#) and complete this year's mandatory training videos in [VectorSolutions](#).

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Q: How long are my fingerprints good for?

A: Six years.

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Q: Do I have to watch the videos each year?

A: Yes. All assigned mandatory training videos must be completed each year before you are able to volunteer.

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Q: Do I have to register with BIB and FBI/MACHS Fingerprinting?

A: No. If you complete the Screened Volunteer Process, these results will supersede registering with BIB.

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Q: My current employer required fingerprinting. Can my employer send the results to you?

A: No. In accordance with the RapBack Program that the district participates in, we are required to process our own fingerprints using the code 8627.

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Q: Who can I contact if I have questions?

A: Please call the Human Resources Department at (636) 925-5451 or email us at hr@ofr5.com.

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Q: Internet is not available to me. What can I do?

A: Please visit our Early Learning Center & Administration Building at 3489 Boschertown Rd, St. Charles, MO 63301.