

## Rockingham County Public Schools Volunteer Process

Rockingham County Public Schools requires that a full background check be processed for any person wanting to act as a volunteer within the school system having unsupervised contact with students. For Rockingham County Schools, the background check process has two steps. The total cost for the entire background check process is \$13.95. Once completed and approved, all background checks are effective for up to two years.

### Criminal Background Check

This portion of the background check is offered online and must be completed through the BIB Secure Volunteer System from the link provided on the district/school website. The total cost is \$13.95 which is paid online through a credit or debit card.

### **After the BIB Secure Volunteer Process has been Completed**

After the registration process has been successfully completed, results will take approximately 2-3 weeks to be received. If the person submitting is approved, they will receive an email (to the email provided in step two of the process) stating they are now a Rockingham County Public Schools volunteer; they will also receive a visitor's badge in the mail upon approval of their application.

***Additionally, while waiting for the visitor's badge in the mail, the email can be used as a temporary visitor's pass; just print it and bring a picture ID to the school to volunteer.*** The volunteer badge will be mailed by Secure Volunteer/BIB within 7-10 business days after receiving the email.

***There is no way to expedite the background check process; it takes a full 2-3 weeks for the background checks to be returned. Please be aware of this when planning to attend all field trips or volunteering/chaperoning opportunities within the school system.***

## **Frequently Asked Questions**

### **How long are the background checks good?**

Once approved, background checks are good for up to three years. The expiration date of a specific volunteer time period is printed on the volunteer badge. We recommend renewing at least 30 days in advance of the expiration date.

### **I completed the background checks, but have not heard anything yet. What do I do?**

First make sure you have completed the background check process. If you have completed one of the steps, you will not be approved until the screening has been completed. In addition, once you submit, it takes 2-3 weeks for applications to be approved. You will know you are approved once you receive the approval email and your visitor's badge in the mail.

### **I received the approval email. Where do I get my badge?**

Rockingham County Public Schools does not print volunteer badges. You will receive your badge in the mail once your background check has been approved.

### **Do I need to do separate background checks if I want to volunteer at more than one school?**

No. Approved volunteers are welcome to volunteer at all schools throughout the county.

### **I have not received my approval email yet or my badge. Can I still go on a field trip or volunteer?**

No. Rockingham County Public Schools does not permit unauthorized visitors at any event. There is no way to expedite the approval process either, so please be mindful of important dates before submitting the background check.

### **How much does it cost?**

The BIB Secure Volunteer process is \$13.95, and is a self-pay online process. Rockingham County Schools will no longer be accepting pay for volunteer screenings.

### **What if I do not have a debit card or credit card to pay for the online background check in step two?**

Unfortunately, the Secure Volunteer System does not accept pre-paid cards. The Secure Volunteer System is self-pay, which will require other pay arrangements by the individual. Rockingham County Schools will no longer be accepting pay for volunteer screenings.

### **I have lost my Secure Volunteer card! What do I do?**

If you have lost your card, you may visit the Secure Volunteer Website. In the top right corner of the page, you will see a blue button that says "Get a Replacement Card." A small fee may be required by Secure Volunteer to reissue the card,

**I was an approved volunteer before Rockingham County Schools started using Secure Volunteer. What do I need to do to be clear to volunteer?**

Anyone who does not have the new Secure Volunteer card with an expiration date must complete the new volunteer process each year. Each year, the school receives a list of currently approved volunteers. The new system will be valid for up to three calendar years and not automatically expire at the end of each school year.