

## Volunteering with Eagle County Schools

Thank you for your interest in becoming a volunteer with the school district. Please find below the guidelines.

1. Volunteers need to complete an application via our online system at <https://eagle.cloud.talentedk12.com/hire/index.aspx>.
2. The information which you provide in the online application enables Human Resources to conduct an immediate background check. Once the immediate background check is completed, Human Resources will update the volunteer list and distribute the list to the school office managers. This process occurs about once a week, usually on a Friday.
3. As a volunteer you must also obtain fingerprints from the local law enforcement agency. We do recommend the Eagle County Sheriff's Office as we have the highest success rate of completion without issues with them. This requirement is necessary as the immediate background check provides instant information; however, if there are issues with the background in the future, the district will be unaware. With the fingerprints, the volunteer is "tied" to the district and we are notified if there are issues. The district pays the \$39.50 processing fee, however, most of the law enforcement agencies charge the volunteer to put the ink on the card, an information sheet is attached to this email. Once you have completed the fingerprint process, you may return your card to the office manager at your school or you may return it to the Human Resources office located at 948 Chambers Avenue in Eagle. If the office is closed, there is a convenient drop box located to the right of the front door.
4. If the immediate background check reveals unacceptable information, Human Resources will contact the Principal at the school where you would like to volunteer to discuss these matters.
5. If you cannot or will not have your fingerprints completed, you may not volunteer.
6. If you are already a school district employee, it is not necessary for you to go through the volunteer process.
7. All volunteers must complete this process, no matter how small the volunteer "job" may seem.