

EDINA PUBLIC SCHOOLS

Dear District Volunteer:

Thank you for your willingness to volunteer with Edina Public Schools. Please complete the attached information form and request for background check form in **black ink**. The background check is in accordance with Minnesota Statutes, Sections 123B.03 and 299C.62 and Edina Public Schools, Board Policy 404.

EDINA PUBLIC SCHOOLS
BACKGROUND CHECK FORM FOR VOLUNTEERS

Edina Public Schools
Human Resources Department
5701 Normandale Road
Edina, MN 55424
(952) 848-3900

Date: _____

The following named individual has requested to be a volunteer with Edina Public Schools. The prospective volunteer must provide the following information:

Last Name (please print): _____

First Name: _____

Full Middle Name: _____

Maiden, Alias, or Former Names: _____

Date of Birth: _____ **Sex** (M or F): _____
Month/Day/Year

Social Security Number: _____

By my signature, I authorize the Minnesota Bureau of Criminal Apprehension (“BCA”) to disclose criminal history record information to the Human Resources Department of Edina Public Schools in accordance with Minnesota Statutes, Section 123B.03 for the purpose of volunteering within the district.

The authorization is valid no longer than one year from the date of my signature.

Signature of Applicant

Date

EDINA PUBLIC SCHOOLS

INFORMATION FORM FOR VOLUNTEERS

Edina Public Schools
Human Resources Department
5701 Normandale Road
Edina, MN 55424
(952) 848-3900

Date: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Home Phone Number: _____
Area Code Number

Please indicate for which activities you would like to volunteer (exs. chaperone for school trips, sports coach, or extracurricular help):

Which school or department is sponsoring this activity?

What date or dates will this activity take place?

Please submit the following to your school secretary, department secretary, or human resources at least three weeks prior to the beginning of your volunteer service:

1. Information Form for Volunteers;
2. Background Check Form for Volunteers; and
3. Check for \$15.00 payable to the BCA (Bureau of Criminal Apprehension).

Thank you once again for your interest in serving Edina Public Schools!