



Forms for Working with Minors - Fall 2014

Tau Beta Pi MI-G

Ann Arbor public schools require anyone volunteering with children to fill out background check forms. This means that in order for anyone to volunteer at MindSET, he or she must fill out a background check form. The form is attached to this sheet. Please fill out the form and turn it in to the K-12 Outreach Officers (Sara Rusignuolo and Eric Colomb) as soon as possible. You can turn them in during Second General or at the TBP office (1226 EECS). **You must turn them in by Second General (September 30th) in order to volunteer at MindSET.**

In addition to Ann Arbor public schools, the University of Michigan requires that all individuals volunteering with minors complete a separate background check and training. For more information, visit the website childrenoncampus.umich.edu. You will be receiving an e-mail regarding your University of Michigan background check. Upon receiving the e-mail, please take immediate action to complete your background check. To fulfill the training requirement, Tau Beta Pi is requiring members to complete an online, 24-minute training through the Boy Scouts of America. Complete your training at myscouting.org. You will need to create an account before proceeding to take the training. When you have completed your training, save your certificate as a pdf and send it to Scott Cooper. If you have any questions about the background check or training, please contact Scott Cooper (smcoop@umich.edu). **The pdf of your certificate, proving that you have completed the training, is due in Scott Cooper's inbox by October 11th.**

Remember that volunteering for at least one session of MindSET is required in order to initiate. If you do not wish to complete a background check, please contact the Service Coordinator, Scott Cooper (smcoop) with regards to the UofM background check and the K-12 Outreach Officers, Sara Rusignuolo (srus) and Eric Colom (ecolomb), with regards to the Ann Arbor background check ASAP.

To summarize, please have the following done by their respective due dates:

1. Ann Arbor Public Schools background check due **September 30th** to Sara or Eric or the TBP Office (1226 EECS).
2. Boys Scouts online training certificate due **October 11th** to smcoop@umich.edu.
3. Complete the University of Michigan background check **as soon as you receive an e-mail notification.**



**ANN ARBOR PUBLIC SCHOOLS
ADMINISTRATIVE AND HUMAN RESOURCE SERVICES
VOLUNTEER CERTIFICATION FORM**

Dear Volunteer,

Thank you for agreeing to volunteer at _____. Your contribution of your valuable time is a special gift. You are contributing to the Board of Education's top goal of student achievement.

The safety of students, staff, volunteers, and guests in our buildings is a top priority of AAPS. The Board has developed policies to help ensure the safety of all who interact with students and staff. All AAPS employees and unsupervised volunteers are required by Board Policy, 7350 to undergo a criminal background check. The AAPS uses the I-Chat (Michigan State Police) system to perform background checks. All information gathered through the background check is confidential.

Please complete the following:

Name _____ Maiden Name _____

Date of Birth _____ Alias _____

Gender **M** **F** State _____

Ethnic: African American _____ American Indian _____ Asian _____ Hispanic _____ White _____ Middle Eastern _____ Other _____

Pursuant to Public Act 68 of 1993, I represent that (check one):

1. I have never been convicted of or pled guilty or nolo contendere (no contest) to any crimes.
2. I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes: *(Use other side of this form, if necessary, to explain nature of conviction, date and court.)*

- A. _____

- B. _____

- C. _____

- D. _____

Pursuant to Public Act 68 of 1993, I understand and agree that:

- The Board of Education of the school district or governing body of the non-public school (the "School" must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police.
- Until that report is received and reviewed by the School, I am not able to volunteer; and
- **If the report received from the Department of State Police is not the same as my representation(s) above, respecting either the absence of any violation(s) or any crimes of which I have been convicted, I shall not be permitted to volunteer for Ann Arbor Public Schools.**

Signed: _____ Date: _____

THE INFORMATION PROVIDED ON THIS DOCUMENT WILL REMAIN CONFIDENTIAL AND BE HELD AT THE AAPS HRS OFFICES 2555 S. STATE, ANN ARBOR, MI 48104

Shonta Green
7/30/08