



Donovan Needs Your Help!

The staff of Donovan Elementary appreciates the parents, families and caregivers of our students. As we have grown in recent years, we are ever vigilant about the safety and security of our students and building. All school volunteers must obtain a Volunteer Badge to become a volunteer. Teachers (or their designee) will make every effort to share the opportunities for helping at class parties and chaperoning field trips among approved volunteers. We also have many other ways for parents to get involved at school and help during the day. As a volunteer with a badge, you will be able to be a part of so many learning opportunities with your students. Below are a number of ways a volunteer who has a valid Volunteer Badge may participate in their child's school experience. Become a volunteer at Donovan! See the attached flyer for directions to become a volunteer. You may also find directions on our school webpage. We are very thankful for our volunteers and your understanding in supporting the safety and security of our students and staff at Donovan.

- ❖ **Help make smiles brighter at the camera during picture days.**
- ❖ **Help boys and girls shop at the Book Fair.**
- ❖ **Help library staff in the mornings with re-shelving books.**
- ❖ **Be a Mystery Reader in your child's classroom.**
- ❖ **Help students in your child's classroom during the school day with reading, math and more.**
- ❖ **Help with the Warrior Backpack Program by delivering meals to students.**
- ❖ **Field Day! Bring excitement and good sportsmanship!**
- ❖ **Do you love science? Help during COSI with our fourth grade students.**
- ❖ **Chaperone a field trip.**
- ❖ **Help plan and run a game during a class party.**
- ❖ **And so much more!**

How to be a Volunteer with Lebanon City Schools

ALL volunteers must be fingerprinted and obtain a background check(s) per the Lebanon City School Board Policy.

First-Time Volunteers: Complete the **BCI Check** (Ohio Background Check). If you have not lived in the state of Ohio for the past 5 years consecutively, you must also complete the FBI check & follow the steps below.

Five-Year Renewal Volunteers: Complete the **FBI Check** only & follow the steps below.

STEP #1 - FINGERPRINTING: You must schedule an appointment with the Warren County ESC to be fingerprinted. Please click this link for information on how to schedule an appointment, cost, times, and location.
<https://www.warrencountyesc.com/Administration2/1>

STEP #2 - WAIT FOR YOUR BACKGROUND CHECK TO ARRIVE IN THE MAIL.

Starting July 2021 ALL Volunteer Background Checks will be mailed to your home address.

* Once you have your background check, please our Central Office 513.934.5770 to make an appointment to have your photo taken for your ID. Please bring your background check along with your driver's license to LCS Central Office located at 160 Miller Road, Lebanon, Ohio. You will be asked to sign the LCS Board Policy for Volunteers during this visit.

STEP #3 - BOARD APPROVAL: ALL Volunteers must be Board Approved prior to Volunteering

- * Your name will appear on the next scheduled LCS Board Agenda to be approved as a Lebanon City Schools volunteer.
- * The Lebanon City School Board Meetings are held on the third Monday of every month. **You must have completed all steps at least 10 days prior to the upcoming Board Meeting to be Board Approved. You do NOT have to be present at the Board Meeting to be Board Approved.**
- * ID Badges will be issued only after the steps above have been completed and you have been Board Approved.
- * **These 3 steps must be repeated every 5 years.**

STEP #4 - PICK UP YOUR VOLUNTEER BADGE:

- * ID Badges will be available for you to pick up the day after the LCS Board Meeting at Central Office.
- * All badges that have not been picked up by the end of the school year will be discarded. If a replacement badge is requested then it is the badge holders responsibility to pay for the cost of the replacement.
- * If you have lost your badge and/or need a replacement, you will be charged for the replacement at a District determined cost . Must be paid with exact change - cash only. Payment must be received prior to duplicate badge being made.

Q&A

Q - What if the parent is a teacher with another school district, or a uniformed officer, do they have to follow this process?

A - Yes, the parent must obtain the background check from their employer dated within the last 12 months, then complete Steps 2, 3, and 4.

Q - What if I am a LCS employee. Do I still have to follow the Volunteer Badge procedure?

A - No. You will use your employee badge. All LCS employees are required to have background checks so you will always be able to volunteer using your staff ID badge.

Q - Can I volunteer in my child's classroom?

A - Yes. Only if it has been pre-approved by the classroom teacher.

Q - Are volunteers allowed to help with PTO meals and after school events?

A - Yes. Volunteers can absolutely help with any and all school events that take place *before* and *after* school.

Rev. 7/21