



How to be a Volunteer with Lebanon City Schools

ALL volunteers must complete a Criminal Record Check 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: Go to Warren County Educational Service Center to be Fingerprinted

Warren County Educational Service Center

1879 Deerfield Rd

Lebanon, OH 45036

513-695-2900

Hours:

Mon–Thursday 8:00 am – 4:00 pm (Sept-May)

Mon–Thursday 8:00 am – 3:00 pm (June-Aug)

No Appointment is Needed

Cost:

\$30 for BCI only

\$35 for FBI only

\$60 for both

Payment:

Cash, Money Order or Personal Check

NO Credit or Bank Cards & Exact Change only

What to bring:

Driver's License or State ID is required

STEP #2 - Board Policy & Volunteer Badge: Make an appointment with the HR Department

Lebanon City Schools - Human Resource Department

700 Holbrook Avenue, Lebanon OH 45036

Kim Bergman 513-934-5776

- After you have been fingerprinted, wait 7-10 business days and call Kim Bergman, in our HR Department to confirm that your background report has been received. If she has received it, an appointment will be made at this time for you to come in and sign the Board Policy for Volunteering, and have your photo taken. If the report has not been received, you will be asked to call back at a later date.
- ID Badges will be issued only after BCI/FBI background checks are returned, and you have been Board Approved to be a LCS volunteer.
- ID Badges are kept at the school office. All Volunteers must report to the school office, sign in, and pick up their volunteer badge to wear for that day. After volunteering, return the badge to the school office, and sign out for the day. Lebanon City Schools requires ALL volunteers to wear a Photo ID Badge while volunteering.

STEP #3 - Board Approval ALL Volunteers must be Board Approved prior to Volunteering

- ALL 3 Steps must be completed by **January 31** in order to be Board Approved, and go on Spring Field Trips
- There will be NO Exceptions to this process.
- These 3 steps must be repeated every 5 years.

Q&A

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

A – Yes, if the parent can obtain Fingerprinting Results from their school district dated within the last year, then they only have to complete Step 2 and Step 3. Otherwise, all three steps are necessary.

Q – What if the parent is a uniformed officer, do they have to follow this process?

A – Yes, if the parent can obtain Fingerprinting Results from their agency dated within the last year, then they only have to complete Step 2 and Step 3. Otherwise, all three steps are necessary.

Q – What if the parent is an employee with Lebanon City Schools, do they have to follow this process?

A – No, in that case, the Principal needs to e-mail HR the name of the Volunteer to be recommended for Board Approval. The LCS employee only needs to complete Step 2 and Step 3.