



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 ext: 2931

Hours:

Mon–Thursday 8:00 am – 4:00 pm (Sept–May)
Mon–Thursday 8:00 am – 3:00 pm (June–Aug)
Friday by appointment only

Cost:

\$30 for BCI only
\$35 for FBI only
\$60 for both

Payment:

**Cash- please bring exact amount. Change can not be make. 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 Olivia French at:

Lebanon City Schools
700 Holbrook Avenue, Lebanon OH 45036
Olivia French 513-934-5771

- After you have been fingerprinted, **wait 7-10 business** days and call Olivia French 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 **February 28, 2019** 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, as long as the employee has a current background check on file in the HR Department, they will not need to do anything else to be considered a Volunteer, Employee ID badges must be worn while volunteering.