



How to be a Volunteer with Lebanon City Schools

ALL volunteers must complete a Criminal Records 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 Road
Lebanon, Ohio 45036
(513) 695-2900 ext: 2931

Cost:

\$30 for BCI Only
\$36 for FBI Only
\$61 for Both

Payment:

Cash - Exact amount - no change will be given!!
Money Order or Personal Check payable to WCESC.
NO Credit or Bank Cards Accepted

Regular School Year Hours: (August-May)

Monday-Thursday 8:00 am - 4:00 pm
Friday 8:00 am - 2:30 pm

Summer Hours: (June & July)

Monday-Friday 8:00 am - 2:30 pm

No appointment necessary. Holiday hours may vary; please feel free to call ahead.

What to Bring:

Driver's License or State ID is required

STEP #2 - Board Policy & Volunteer Badge: Make an appointment with Olivia French at Central Office:

Lebanon City Schools Central Office
700 Holbrook Avenue, Lebanon, Ohio 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. The Lebanon City School Board Meetings are held on the third Monday of every month, except when the Monday falls on a legal holiday and then the meeting is held on the following day. **You do NOT have to be present at the Board Meeting to be Board Approved.**

☐ 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. ID badges will be made for each child you have in the district at the time of fingerprinting. If you have younger children that will be entering LCS in the future you will call Olivia French at Central Office to have an additional badge made for that child.

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

- * ALL 3 Steps MUST be completed by February 29, 2020 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 Fingerprint 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 Fingerprint 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, all Lebanon City School employees have current background checks on file in the HR Department therefore they will not need to do anything else other than wear their Employee ID Badge while volunteering.