

MARSHALL PUBLIC SCHOOLS VOLUNTEER GUIDELINES



VOLUNTEER ASSIGNMENT REQUIRES:	Volunteer Application Form	Volunteer Guidelines Form	Complete Background Screening Form	Sign in/out & Name Badges
Classroom Volunteers <i>Staff Supervised</i> (i.e. reading, parties, etc.)	X	X		X
Class/School Field Trip	X	X	X	X
One-Time Classroom/School Presenter <i>Staff Supervised</i>				X
College Practicum Students	X	X	X	X
Grades 9-12 Student Volunteers (i.e. tutoring, homework help, ASP, etc.)				X
Activity/Event Workers				X

IMPORTANT NOTES:

Background Checks:

- All background checks are completed electronically through McDowell Agency. An email address must be provided for the background screening tool to be sent.
- Background checks take a minimum of 72-hours to process after information is submitted. Final results must be returned before volunteer may participate.

Forms:

- Forms can be found at www.marshall.k12.mn.us/volunteers. Volunteer forms need to be completed annually. For additional information, contact hr@marshall.k12.mn.us.
 - [Volunteer Application](#)
 - [Volunteer Guidelines](#)

Volunteer Guidelines

Frequently Asked Questions

How do I complete a background check?

You will need to provide your email address on the volunteer paperwork or to the school. Once the paperwork is received, an email from McDowell agency will be sent to you to complete the background check.

Once I fill out the registration form, do I automatically receive my background check?

No. You may request a copy of the results by contacting hr@marshall.k12.mn.us.

How long does it take to process a background check?

Once you have completed and submitted the background check information it takes a minimum of 72-hours to be processed.

Am I notified when my background check has been completed?

No. Unless there is something of concern on your background check, you will not be notified when the background check is completed.

How much does a background check cost?

Background checks are free of charge for community and parent volunteers. College practicum students are charged \$15.00. Employees and coaches are required to pay for their background check at the cost of \$37.00. Background checks will be paid for online at the time of submission.

How do I pay for my background check?

You will be asked to pay online before submitting and finalizing your background check.

If I am a current MPS employee, do I need to complete a background check?

No. You are covered by the background check that you completed prior to beginning employment with MPS.

If I used to work for MPS do I need to complete a background check?

If you have had a break in your service to MPS, you will need to complete a new background check.

If I had a background check completed last year, do I need to do a new one?

As long as you have volunteered for MPS at least one time in the past school year, your background check remains valid. If there is a lapse in time of one school year, you will need to complete and new background check.

What if I have questions?

All questions can be directed to hr@marshall.k12.mn.us or the school in which you will be volunteering.