

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