

September 21, 2009

Dear Parents/Guardian or Community Member:

Thank you for your interest in volunteering with Silverton Paideia Academy. It is with the efforts of everyone that Silverton Paideia will continue to increase the success experienced by our staff and students both in the classroom and beyond.

Volunteering at any CPS school building requires us to take a number of precautions, ensuring that our students and staff remain safe and secure at all times. Therefore, every volunteer over the age of 18 must have a completed background check prior to service as a volunteer in any of our buildings. Attached are all of the forms you will need to go through your background check and receive a security badge from the Cincinnati Public School District.

1. Confidential Volunteer Application: This document is a standard application to collect your basic contact information. A copy of this form will be maintained at the school as well as at the CPS Central Office.
2. Hamilton County Sheriff Office Personal Information Release Form: This form is needed to process your background check with the Hamilton County Sheriff Office. For the immediate future, the \$5.00 processing fee is being waived.
3. Security Badge Authorization/Approval: You must complete this form with your name in the appropriate space (volunteer), and receive the Principal's signature before CPS will approve your badge request.

Please complete and return all three forms along with a state-issued photo ID (or clear photocopy) to the Silverton Paideia Academy office, 6829 Stewart Road, Silverton, OH 45236 for processing. When your background check and paperwork have been processed, you will be notified about receiving your security badge from Cincinnati Public Schools Security Office.

Again, your volunteerism is very important to all of us here at Silverton Paideia Academy. We look forward to seeing you many times in the coming year! If you have any questions, please feel free to call me at 363-5473.

Jason Dennison  
Community Resource Coordinator

# CINCINNATI PUBLIC SCHOOLS

## Confidential Volunteer Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_

I consent to the possible use by Cincinnati Public Schools (CPS) of my name, likeness and speech in any audiotape, videotape, film or photograph made during my volunteerism with the CPS, for any business purpose of the Organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please complete this form and the one on the following page. Take both pages to the Hamilton County Justice Center at 1000 Sycamore Street, Cincinnati, OH 45201 for processing. You will receive a record check at no cost to you with the form from CPS. When your record check has been completed please bring it to 2651 Burnet Avenue, Cincinnati, OH 45219 and we will make your ID badge. These steps must be completed prior to the beginning of your volunteerism at CPS.

Record checks must be renewed every two years. We appreciate the time you have taken to complete this application. The information provided in this application will help us in providing you with a valuable and satisfying volunteer experience.

Thank you.

HAMILTON COUNTY SHERIFF OFFICE

Personal Information Release Form

PLEASE COMPLETE AND RETURN THIS FORM WITH YOUR VOLUNTEER APPLICATION

**Please Print Clearly**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Race \_\_\_\_\_

I authorize the Hamilton County Sheriff's Office to release information regarding any Traffic or Criminal convictions that I have on file. If it is necessary to verify this authorization, please contact the school: Security Services Office at telephone number 513-363-0100. This authorization is void if not exercised by the person or organization named below within (1) one year from the date signed. I hereby agree to indemnify the County of Hamilton and the Hamilton County Sheriff and his representatives for any liability arising out of the improper use of the information provided.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICIAL OFFICE USE ONLY**

Certification of Purpose

I certify that the information applied for will be used only for the purpose for which it is requested and agree that this information will be immediately destroyed after use or if retained not released outside my agency.

Type of Record Check

Criminal: \_\_\_\_\_

Traffic: \_\_\_\_\_

Criminal and Traffic: \_\_\_\_\_

Information Requested by: The Cincinnati Public Schools Volunteerism Opportunity

Contact Person: Director of Security Date: \_\_\_\_\_

Address: Security Services Office, 2651 Burnet Avenue, Cincinnati, Ohio 45219

Phone Number: 513-363-0100

Operator: \_\_\_\_\_ Date: \_\_\_\_\_

Record: \_\_\_\_\_ No Record: \_\_\_\_\_

# Volunteer/Consultant/Contractor

## Security Badge

### Authorization/Approval



School/Building SILVERTON PAIDEIA ACADEMY

Volunteer Name \_\_\_\_\_

Consultant Name \_\_\_\_\_

Contractor Name \_\_\_\_\_

Administrator Name \_\_\_\_\_ Title \_\_\_\_\_

*(please print)*

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**This form must be completed and returned to the Safety and Security Services office prior to issuance of any CPS Security Badge. Local background check, covering the last 5 years residence, must also be submitted and approved prior to CPS Security Badge issuance.**

Contact the Safety & Security Office at 513-363-0100 with questions or need assistance.