



## Helena Public Schools (HPS) Steps for Volunteer Eligibility & Fingerprinting Checklist

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### Thank you for your interest in volunteering with Helena Public Schools (HPS).

We sincerely appreciate your commitment to supporting students in our community.

This checklist outlines the required steps to become an approved volunteer eligible to work one-on-one with students.

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#### Steps for Volunteers Requiring Fingerprinting

##### 1. Complete Required Form

- Fill out the Applicant Rights and Consent to Fingerprint form obtained from the building secretary or HR.
  - Email the completed form to [jyoung3@helenaschools.org](mailto:jyoung3@helenaschools.org)
  - Jacque will then email you the Volunteer Verification Form and the DOJ Scheduling Document
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##### 2. Volunteer Verification Form and DOJ Scheduling Document

Important:

*Volunteer Verification Form must be presented to the DOJ at the time of fingerprinting*

##### A. To Complete Fingerprinting

- Follow all instructions provided by the Department of Justice (DOJ) to schedule an appointment.
  - Give the Volunteer Verification Form to the DOJ staff at the scheduled appointment.
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##### 4. Background Clearance & Approval

- HPS Human Resources will review the results
  - Once approved, the volunteer will be added to the district-approved volunteer list
  - This list is accessible to all school secretaries
  - **HR will not be contacting you with the results. You will need to contact the school secretary.**
    - Please don't contact the school until 10 days after your fingerprinting appointment. They will not have your results before that time frame."
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Validity:

Background clearances are valid for five (5) years and expire on June 30 of the final year

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##### 5. Follow-Up (If Needed)

- If clarification is required, Human Resources will contact the volunteer directly
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*Questions? Contact*

*Jacqueline Young*

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