



COMMUNITY EDUCATION  
FOREST LAKE AREA SCHOOLS  
200 SW 4<sup>th</sup> Street • Forest Lake MN 55025  
651-982-8110 • [www.flaschools.org/ce](http://www.flaschools.org/ce)

Director..... Corey McKinnon  
Administrative Assistant..... Tracy Angelo  
Office Assistant ..... Patty Meyer

Dear Forest Lake Area Schools Community Education Volunteer:

Thank you for considering volunteering with Forest Lake Area Schools. We appreciate the time, energy and expertise you will share with our students.

Per School Board Policy 438, the school district shall require that Community Education volunteers, working with school-age children and/or vulnerable adults in settings where they are not directly supervised by Community Education staff, shall submit to a criminal history background check as specified by the school district. All Community Education volunteers must have an approved and completed background check on file at the district office.

*Please complete the appropriate portion of the Auxiliary Volunteer Background Investigation Form and sign the bottom:*

**Option 1 -Auxiliary Volunteer Request and Release Form for Background Investigation - On-Line:**

This option is for those who are able to complete the background check information on-line. After we receive the Auxiliary Volunteer Background Investigation Form, you will receive an email from Trusted Employees with the link to their secure website so that you can complete the background authorization on-line and pay for it on-line. The cost is \$22.50.

**Option 2 - Auxiliary Volunteer Permission and Release Form for Background Investigation**

**(If unable to process on-line):**

This option is for those who are unable to complete the form on-line. A check in the amount of \$22.50 payable to Forest Lake Area Schools must accompany the completed form.

Please return the form to Tracy Angelo at the CLC/Community Education Office at 200 4<sup>th</sup> St SW, Forest Lake, MN 55025. If you have any questions, please call Tracy at (651) 982-8110.

Again, thank you for considering volunteering in Forest Lake Area Schools Community Education. We hope you have a wonderful and rewarding experience.

Sincerely,

Corey McKinnon  
Director of Community Education

3/9/2017



**Forest Lake Area Schools**

*Inspire the Learner, Ignite the Potential*

6100 North 210<sup>th</sup> Street, Forest Lake, MN 55025

Ph: (651) 982-8116 / Fax: (651) 982-8114

In care of: Trusted Employees

701 5<sup>th</sup> Street South

Hopkins, MN 55343

# AUXILIARY VOLUNTEER BACKGROUND INVESTIGATION FORM

## Option 1 - Auxiliary Volunteer Request Form for Background Investigation-Online

(Please sign and date below)

*Please print*

\_\_\_\_\_  
First Name Middle Name Last Name Email Address

\_\_\_\_\_  
Street Address City/Town State, ZIP Code Phone Number

\_\_\_\_\_  
School/Building

*You will receive an email with the appropriate link to the secure website of Trusted Employees Employment Screening to complete a Background Investigation Authorization form and pay \$22.50 online.*

**OR**

## Option 2 - Auxiliary Volunteer Permission and Release Form for Background Investigation

**(If unable to process online)**

(Please sign and date below)

**Cost for the Auxiliary Volunteer background investigation is \$22.50. Attach check payable to Forest Lake Area Schools.**

*Please print*

\_\_\_\_\_  
First Name Middle Name Last Name Former Names(s)/Alias & Date of Change Gender

\_\_\_\_\_  
Street Address City/Town State, ZIP Code Phone Number

\_\_\_\_\_  
Social Security Number Date of Birth (Month/Day/Year) Email Address

\_\_\_\_\_  
School/Building

I hereby authorize Forest Lake Area Schools to obtain the following information in connection with my application for volunteering, or, if accepted, at anytime during my volunteering: criminal and/or motor vehicle records, **Minnesota Bureau of Criminal Apprehension criminal history as provided for in Minnesota Statute 123B.03**, consumer investigative reports including credit reports obtained through a consumer reporting agency, personal references and other related data provided on this application. By signing this form you are allowing the above named company/individual to access any data maintained in these files which applies under the statute and authorize this background check to be performed. I acknowledge that Forest Lake Area Schools has informed me that it may make use of this information in evaluating my application for volunteering, and in Forest Lake Area School's decisions regarding volunteering, retention, and other terms and conditions of my volunteering with Forest Lake Area Schools. I hereby authorize Forest Lake Area Schools to make use of the above referenced information and release Forest Lake Area Schools and any entity that provides information to Forest Lake Area Schools from liability in connection with this information. Any acceptance of volunteering is contingent upon a satisfactory background investigation. I authorize the reinvestigation of any of the above information, at any time, during my volunteering.

I understand that a photocopy of this authorization would be accepted with the same authority as the original.

Would you like a free copy of the background investigation report obtained by Forest Lake Area Schools?  Yes  No

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