



Director..... *Corey McKinnon*
Administrative Assistant..... *Tracy Angelo*

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 attached background investigation form.

- **Auxiliary Volunteer Request Form for Background Investigation-Online:** The top part of the form is for those who are able to complete the background check information online. After we receive the form, you will receive an email from Trusted Employees with the link to their secure website so that you can complete the background authorization online and pay for it online. The cost is \$22.50.
- **Auxiliary Volunteer Permission and Release Form for Background Investigation (If unable to process online):** The bottom portion of the form is for those who are unable to complete the form online. 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 Community Education office at CLC/Community Education, 200 4th St SW, Forest Lake, MN 55025. If you have any questions, please call (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

CM/ta

6/19/2019



Forest Lake Area Schools
Inspire the Learner, Ignite the Potential
 6100 North 210th Street, Forest Lake, MN 55025
 Ph: (651) 982-8116 / Fax: (651) 982-8114

In care of: Trusted Employees
 701 5th Street South
 Hopkins, MN 55343

Auxiliary Volunteer Request Form for Background Investigation

Please print

First Name	Middle Name	Last Name	School Building	
Street Address		City/Town	State, ZIP Code	Phone Number
Student with whom you are associated		Student's Grade	Your relationship to the student	

Option A: ONLINE: your email: _____

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.

Option B: Permission and Release Form for Background Investigation (Only if unable to process online. Do not fill out this portion if you will complete the background check online.):

Please print

Former Names(s)/Alias & Date of Change			Gender
Social Security Number	Date of Birth (Month/Day/Year)	Email Address	

If you have ever been convicted of a criminal offense, please list the description, month/year, city and state on a separate sheet of paper & attach to form.

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 _____

The cost for the Auxiliary Volunteer background investigation is \$22.50. If using Option B, please attach a check payable to Forest Lake Area Schools and mail to Forest Lake address listed above.