



COMMUNITY EDUCATION  
FOREST LAKE AREA SCHOOLS  
6100 N 210th St • Forest Lake MN 55025  
651-982-8110 • [www.flaschools.org](http://www.flaschools.org)

Director ..... Corey McKinnon  
Administrative Assistant..... Nancy DeMarais  
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 these 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 Nancy DeMarais at the District Office. 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

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*Inspire the learner; ignite the potential!*

*Forest Lake Area Schools • Independent School District 831 • Equal Opportunity Employer*



**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 Request Form for Background Investigation-Online**

*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.**

**Auxiliary Volunteer Permission and Release Form for Background Investigation  
(If unable to process online)**

*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 \_\_\_\_\_

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