

### GUIDELINES FOR SUBMITTING VOLUNTEER PAPERWORK

To access the most up-to-date volunteer forms, please visit the [For Schools](#) page on our website.

#### Please Note:

- The Volunteer Application and CORI/SORI forms are both fillable PDFs that can be completed electronically, saved, and sent via email.
- The background check process can take up to 10 days. Please submit far enough in advance of the event or volunteer opportunity. If a background check needs to be expedited, the best way to submit forms is electronically as mail delivery can be delayed.
- The CORI/SORI form must be submitted along with a copy of a valid, government-issued photo ID (passport, driver's license, or other state-issued ID).
- Be sure volunteers DO NOT send copies of bank/credit cards, Social Security cards, or anything else that might put their identity at risk.
- If volunteer paperwork is submitted by the school, SSV will notify the school contact via email when a volunteer's CORI clears.
- If there is a problem with a background check, Safety & Security will contact the applicant directly. SSV is NOT notified.
- CORIs are valid for 3 years as long as there is no disruption in service.

#### Before you submit paperwork to SSV...

##### Use this checklist to ensure that Volunteer Applications are complete:

- All information is legible, accurate, and complete.
- A personal reference is listed.
- The volunteer has indicated their interests and availability.
- The form is signed and dated.

##### Use this checklist to ensure that CORI/SORI forms are complete:

- On the **Acknowledgment Form** side, the name of the school is included and the form is signed and dated.
- On the **Subject Information** side, all required fields are complete, including the last **six** digits of the social security number. (*00-0000 only if the individual was never issued a SSN*).
- Nothing is written below the "Subject Verification" section.

#### When you are ready to submit paperwork to SSV...

- Be sure that both sides of the Application and CORI/SORI forms are completed.
- Be sure proof of identity (valid photo ID) is included for each applicant.
- Send forms to [volunteer@springfieldpublicschools.com](mailto:volunteer@springfieldpublicschools.com) or via interoffice mail.

## GUIDELINES FOR REQUESTING VOLUNTEERS

SSV recruits volunteers who are interested in providing direct support to students and/or providing general volunteer support on an as-needed basis. To request a volunteer(s), visit the [For Schools](#) page on our website to download and complete our fillable **Volunteer Request** form.

*Please note, that the request form is an initial step that we use to share information about your volunteer opportunity. We will follow up with you to request additional information as needed.*

- To request a volunteer trained to help students achieve academic and social-emotional goals that align with the Portrait of a Graduate, complete the **Mentor Request** section of the form.
  - Determine the preferred meeting format for the student (one-on-one or small group)
  - Indicate the number of volunteers you are looking for for each meeting format.
  - List the best time(s) for volunteers to meet with students at your school.
  - Be sure to have your principal sign off on the request before submitting it to our office.

*Please note that we will need a signed **Parent/Guardian Consent** form on file before a student can be matched with a volunteer for one-on-one or small-group mentoring. Please visit the [For Schools](#) page on our website to download the fillable form (available in English and Spanish).*

- If you have other general volunteer needs at your school (e.g. library or classroom support, special events, etc.) complete the **General Support Request** section of the form.
  - Include as much information about your request as possible.
  - We will regularly share opportunities with volunteers in our pool.
  - If a volunteer indicates interest in your volunteer opportunity, we will contact you to discuss next steps.

## WORKING WITH VOLUNTEERS

After a volunteer has been identified, an SSV staff member will contact the requestor to confirm the details of the volunteer's assignment (i.e. start date, day, time, contact, etc.) A Confirmation of Volunteer Assignment with all agreed-upon details will be sent to the volunteer, the requestor, the principal, and any other identified school contact.

- If the volunteer is assigned to work with a specific student or group of students, please select a consistent day and time for volunteers and students to meet each week and identify a quiet space in your building where they can meet (e.g. library, cafeteria, counselor's office).
- Volunteers often leave work or travel some distance to get to their volunteer assignment. If they should not report for any reason (student is absent, scheduled field trip, testing, etc.) please notify the volunteer or the SSV office with sufficient notice.
- If volunteers are consistently not showing up or you have any other concerns with a particular volunteer, please contact the SSV office.

PLEASE NOTE:

***Massachusetts law prohibits volunteers from being left in charge of the class or a group of children. Volunteers must be within sight or sound of an employee of the school at all times.***