

Volunteer Frequently Asked Questions

Q: Why is this new process being introduced?

A: The District must require this process in order to comply with a revision to Missouri State Statute 168.133, effective February 17, 2020. Fingerprint background checks are a new requirement under HB 604. We believe that providing a safe environment for all of our students is of the utmost importance and this is a safety protocol.

Q: Does the District pay for the criminal background check?

A: No, the District has over 1,000 volunteers annually and is unable to allocate funds for this service.

Q: What does it cost?

A: Currently, it is a fee of \$41.75. However, that cost is not set by the District and is subject to change without notice. Renewals must be completed every 6 years to continue as an active and approved volunteer. Additionally, annual mandatory training is required for all volunteers.

Q: What if I am already approved as a volunteer?

A: As your current volunteer approval status expires, you will need to submit and pay for a fingerprint background check. Additionally, all previously approved volunteers will need to reapply using this new process prior to the 2020-21 school year.

Q: What if I have been fingerprinted for a criminal background check for another employer or entity?

A: You must be fingerprinted using the district volunteer code. FHSD will not accept fingerprints from another entity or employer.

Q: Will I be able to volunteer in any building in the District or do I have to go through a process in each building?

A: You will only need to complete and pay for the criminal background check one time to be able to volunteer at any District site for 6 years. In addition, you will need to complete annual mandatory video training to keep approved volunteer status current.

Q: Who will see the criminal background check results?

A: Only authorized personnel designated by the Superintendent of Schools will be able to view results.

Q: What is the fingerprint code I need to use?

A: After submitting your two required volunteer forms to the Human Resources Department an email will be sent to you with instructions for the criminal background fingerprinting process.

Q: How long does the process take?

A: The District recommends completing the process no later than two weeks prior to the event you wish to attend.

Q: How long does it take to get the fingerprint results back?

A: In most cases, once fingerprints have been submitted, results are received within 24 hours. However, some may take up to 3 to 4 days.

Q: Will I (the parent) receive a copy of the fingerprint results?

A: You may request a copy from the Human Resources Department within 60 days of providing your fingerprints with the presentation of a photo ID. The results will not remain in our system beyond that time frame.

Q: What if I choose not to be fingerprinted?

A: Those who are not fingerprinted will not be allowed to volunteer.

Q: How will I know that I have cleared the volunteer background check process?

A: You will receive an e-mail from the Francis Howell Human Resources Department letting you know that you have completed all of the requirements to volunteer in the District.