



Thank you for your interest in volunteering for the Sisters School District!

“Volunteers do not necessarily have the time, they just have the heart.”

In order to become an approved UNSUPERVISED Sisters School District volunteer, we ask that you complete all of the steps outlined in the **How to Become a Volunteer** document, as well as complete a fingerprint-based background check once (in addition to the standard background check every three years). This type of background check is only required if you plan to accompany students on overnight trips, transport students to events, and/or supervise clubs or events without the presence of a Sisters School District employee. To schedule a fingerprint appointment, please follow these steps:

- 1) Visit the website: www.fieldprintoregon.com
- 2) Select “Schedule an Appointment”.
- 3) Enter an email address under “New Users / Sign Up” and select “Sign Up”.
- 4) Follow the instructions for creating a Password and Security Question and then select “Sign Up and Continue”.
- 5) Enter the Fieldprint Code: **FPSistersSD6Vol**
- 6) Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
- 7) At the end of the process, print the Confirmation Page and take it with you to your fingerprint appointment, along with two forms of identification.

If you have any questions or problems scheduling your fingerprint appointment, you may contact Fieldprint Customer Service at (877) 614-4364 or customerservice@fieldprint.com.

This background check usually takes several weeks, so please plan in advance when possible. Sisters School District will be notified when your background check has been approved / denied and will then inform you of the status.