



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

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

Approved Sisters School District volunteers need to go through an ANNUAL renewal process. Certain steps are required every year, other steps are on a multi-year cycle. If you have never been a Sisters School District volunteer before, please refer to the volunteer document labeled “NEW” in the upper right corner (not “RENEW”). If you would like to know your volunteer status, please contact the Sisters School District Office: ssd@ssd6.org.

- 1) **Background Check:** <https://bib.com/secure-volunteer/sisters-school-district/>
EVERY THREE SCHOOL YEARS you will need to file for a background check. Depending on various factors, this can take a few weeks, so please plan in advance when possible. You will be notified by email when your background check has been approved / denied (please check your spam). If you have any questions about your background check validity, please contact the Sisters School District Office: ssd@ssd6.org.
- 2) **Safe Schools Online Training:** <https://sisters-or.safeschools.com>
EACH SCHOOL YEAR you will need to complete the Sexual Misconduct: Staff-to-Student training (37 minutes). You will only be required to complete the Volunteer Orientation training (25 minutes) once every five years. On the Sisters School District VectorSolutions homepage, please follow these steps to login with your credentials from previous years and complete all of your required courses:
 - Click the **Login** button
 - Enter your Username (**firstname.lastname**)
 - After you log in, please complete the required course(s). Once the training(s) are achieved, **please DOWNLOAD and SEND the Certificate(s) of Completion to the Sisters School District Office:** ssd@ssd6.org.
- 3) **Volunteer Handbook:** <https://district.ssd6.org/families/i-want-to/volunteer/>
EACH SCHOOL YEAR you will need to read our **Volunteer Handbook** to understand the current district rules concerning volunteering for the Sisters School District.
- 4) **District Office:** EACH SCHOOL YEAR you will need to stop by the District Office to sign a **Volunteer Application Form** stating that you have read and agree to guidelines listed in the Volunteer Handbook. This form can be found on our website to be filled out electronically, printed out and brought with you or sent to us, or it can be filled out directly at the District Office. When you come to the District Office, please make sure all of the required steps are complete. As a returning volunteer for the Sisters School District, please bring with you your SSD volunteer badge. We will process your application form and change the yearly sticker, making the badge valid for the current school year.
- ★ **Optional:** If you are interested in becoming an UNSUPERVISED volunteer, meaning you would like to accompany students on overnight trips, transport students to/from events, and/or supervise clubs or events without the presence of a Sisters School District employee, you will be required to complete a fingerprint-based background check in addition to the standard background test. Please refer to the **How to Schedule a Fingerprint Appointment** document, which can be found on our website.