



## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

### Assistant Superintendent

Dave Jones

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Email [djones2@kpbsd.k12.ak.us](mailto:djones2@kpbsd.k12.ak.us)

Dear Kenai Peninsula Borough School District Volunteer:

Thank you for your interest in volunteering in our schools. Helping support children's education is a rewarding experience, and your volunteer contributions are valued by the Kenai Peninsula Borough School District.

At KPBSD our first commitment is to students. We take seriously our responsibility to safeguard students while they are in our care. Unfortunately, not everyone has good intentions toward children, and the District cannot in good conscience overlook the possible threat to student safety that could be posed by some people in the school buildings. To protect against that risk, the District utilizes a volunteer screening program, which involves potential school volunteers completing a brief online questionnaire and agreeing to a background check.

All personal information, including birthdate, social security number, and the results of the background check, are held in the strictest confidence. Information is not released to the schools or their administrators. Only a select few members of the District's Human Resources Department will have access to the information, and safeguards are in place to ensure its security.

To complete the screening process, visit the District's Web Page at [www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us) and click on Employment. When you reach the employment application instruction page, click on "volunteer screening process" and follow the instructions. The form should only take a few minutes of your time. The District regrets the inconvenience this may cause, but we believe it is a necessary aspect of ensuring student safety.

After completing the online form your name will be submitted for a background check. Only criminal matters will be flagged. Credit and financial information will not be checked. Once your screening process is complete you will receive a confirming email as well as being contacted by your school. If the background check should reveal a warning you will be contacted by the Director of Human Resources.

Volunteers under the age of 18 will need parental authorization to allow the required background check. This form is accessible through the Volunteer Application process on the District website.

We appreciate your assistance in helping us be better stewards of KPBSD children. If you have questions, please contact your school administrator, or I can be contacted at 907-714-8838.

Sincerely,

Dave Jones  
Assistant Superintendent

## Volunteer Form

Parent Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Grade: \_\_\_\_\_

Activity you are interested in helping with (please check all that apply):

Raffle Ticket Sales  Memory Book  Other

PTO Activities (chaperone)  PTO Activities (food donations)

Best time you are available (please check all that apply):

Morning  Afternoon  Evening  Weekend

Other information you would like us to know:

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If you plan on volunteering in our school you will need to go to the District's Web page at [www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us) and click on Employment. When you reach the employment application instruction page, click on "volunteer screening" and follow the instructions. The form should only take a few moments of your time. The District regrets the inconvenience this may cause, but believes it is a necessary aspect of ensuring student safety. After completing the online form, your name will be submitted for a background check. Only criminal matters will be flagged. Credit and financial information will not be checked. You will be contacted by your school once the screening process is complete. If the background check reveals a warning, you will be contacted by someone from the Human Resources department.