



Family and Community Engagement Center

703 S. New St.
Champaign, Illinois 61820

Telephone: (217) 351.3722

Dear Prospective Volunteer,

Thank you for your interest to join as a volunteer for the iRead • iCount Program at Unit 4 schools. There are a few things we need from you to ensure your experience is as enjoyable as possible and to protect our students' safety and welfare.

The following process must be completed before you can begin your volunteer experience:

1. Complete the Volunteer Application, Background Check Disclosure and Authorization Form by September 8, 2023.

This form provides Unit 4 with your information and authorizes us to conduct a background check.

All volunteers must successfully complete a criminal background check prior to beginning their volunteer experience. For most of you, a name-based check is conducted. (If a fingerprint-based check is needed, we will contact you once we receive your forms back.) The *Disclosure and Authorization form* must be completed and initialed by you. The *BHR Screen* must be signed by you. A computer signature is not acceptable. The cost of the background check will be covered by the district. The *Summary of Rights* document is yours to keep.

Please note that Unit 4 contracts with Bushue Background Screenings to conduct its background checks for this program. Bushue operates under the Fair Credit Reporting Act (FCRA) and is required to provide you with notice of this, but a traditional credit check is not performed as part of the Unit 4 volunteer process.

Please note If you have cleared a background check for Unit 4 in the last year, you will just need to fill out the volunteer application page, and send in as directed below.

After completing your form, please sign and return completed forms to Champaign Unit 4 Schools:

Mail or Deliver to: Lauren Smith, Mellon Administrative Center, 703 S. New St., Champaign, IL 61820

Email to: Lauren Smith; smithLa@u4sd.org

2. Sign up for Your Volunteer School/Day/Time Online

Once you have been cleared and accepted to participate, Unit 4 staff will send you a letter with more participation details, including the link to the online sign-up link.

3. Attend the Mandatory Training Orientation Sessions

All volunteers will need to sign up for training sessions when they are signing up for their volunteer times at the schools. A separate training session sign up option will be on the main sign up page in addition to the school sign up options.

Training sessions will allow volunteers to learn about the tool kits and different educational activities to be used when working with your students. Champaign Unit 4 math specialists will conduct these training sessions to be held at the Mellon Building.

You will also need to attend one of two orientation sessions offered at the school you have chosen.

You will contact the volunteer coordinator at your school to schedule which session you will attend.

If you have any questions about any information regarding this program or application process, please feel free to contact me at 217-351-3722 or email smithLa@u4sd.org. We look forward to seeing you in our schools and appreciate your interest in helping our students.

Sincerely,

A handwritten signature in cursive script that reads 'Lauren L. Smith'.

Lauren Smith
Community Outreach Coordinator



CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4 CHAMPAIGN, ILLINOIS



VOLUNTEER APPLICATION

Personal Information				
Last Name	First Name	Middle Initial	Email Address	
Street Address	City	State	Zip	Phone ()
College Major (if applicable)	Gender	Race/Ethnicity <input type="checkbox"/> African American <input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Multi-Racial		
Additional Information				
<p>The iCount Program will take place from October 23 - December 1, 2023</p> <p>For more information: www.champaigncounty.org/iread-icount</p> <p>Did you Volunteer for iRead in the Spring of 2023?</p> <p>Yes ____</p> <p>No ____</p> <p>If yes, you will still need to complete this first application page and submit, but will not need to complete the background check pages included in this document as you are pre-cleared.</p> <p><input type="checkbox"/> Please check this box if you are willing to change schools/time after you have signed up. (Example, you have signed up for Carrie Busey, but Robeson needs more volunteers, so we would contact you to change schools so more students could be helped.)</p> <p>Do you speak a language other than English?</p> <p>Yes ____</p> <p>No ____</p> <p>If yes, what language(s)? _____</p> <p>Please provide any other comments you wish to share: _____</p>				
Legal Information (You Are Not Obligated To Disclose Sealed Or Expunged Records Of Conviction Or Arrest)				
Have you ever been convicted of any misdemeanor (excluding traffic violations)? If yes, explain. Attach additional sheets, if necessary.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of any felony? If yes, explain. Attach additional sheets, if necessary.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever had an indicated finding of child abuse in your name? If yes, explain. Attach additional sheets, if necessary.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>I hereby state that if accepted as a District volunteer, I agree to abide by the rules and regulations of Champaign Unit 4 Schools. I understand that I will be subject to a criminal background check. To the best of my knowledge and belief, all statements in this application are true and accurate.</p> <p>Signature _____ Date _____</p> <p>FOR OFFICE USE ONLY</p> <p>Notes: _____</p> <p>Requestor: _____ Interview: _____ Approval: _____</p>				



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DISCLOSURE FOR CONSUMER REPORTS

READ CAREFULLY BEFORE SIGNING

Champaign Unit 4 (“end-user”) has contracted with Bushue Background Screening in connection with my application for employment, volunteerism, contracted services, tenancy, enrollment, acceptance into a program, student observing/teaching, and/or other reasons. I understand consumer reports will be requested by you the end-user. These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, judgments, bankruptcy proceedings, evictions, criminal records, fingerprint records etc., from federal, state, and other agencies that maintain such records.

I understand the end-user can use this disclosure in connection to obtaining consumer reports throughout my employment, volunteer services, contracted service, tenancy, enrollment, etc. with the end-user.

Signature: _____ Date: _____



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AUTHORIZATION FOR CONSUMER REPORTS

READ CAREFULLY BEFORE SIGNING

I hereby authorize procurement of consumer report(s) by Champaign Unit 4 (“end-user”). In connection with the end-user, this authorization shall remain on file and shall serve as ongoing authorization for end-user to procure such reports at any time during my employment, contract, volunteer period, student observing/teaching, or other affiliation to the end-user. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.

This authorization is conditioned upon the following representations of my rights:

I understand that I have the right to make a request to the consumer reporting agency: (“Agency”), Bushue Background Screening, 302 E. Jefferson Avenue, Effingham, IL 62401, telephone number (217) 342-3042, upon proper identification, to obtain copies of any reports furnished to end-user by the Agency and to request the nature and substance of **all information** in its files on me at the time of my request, including the sources of information, and the Agency, on end-user’s behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative consumer report(s). The Agency will also disclose the recipients of any such reports on me which the Agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to end-user obtaining the above information from the Agency. I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the Agency. I may view the Agency’s privacy policy at their website: www.bushuebackgroundscreening.com.

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the Summary of Rights [redacted] (initials).

I authorize end-user and Agency to use email communication with me to provide me with notices and information regarding any report or use of such report.

Signature: _____ Date: _____



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Champaign Unit 4
(BHR Screen)

*Information below is being used for background screening purposes only.

APPLICANT INFORMATION (PLEASE PRINT LEGIBLY)					
Applicant's Legal Name (full name)	First:	Middle:	Last:		
Alias or Maiden Name	First:	Middle:	Last:		
Home Address:	Street Address:		City:	State:	Zip:
Date of Birth: ____ / ____ / ____		Social Security Number: ____ - ____ - ____			
Phone Number:		Email Address:			
Driver's License Number:		State of Issuance:	Name as it Appears on Driver's License:		
Eye Color:	Hair Color:	Race:	Weight:	Height: ____ ft. ____ in.	
APPLICANT SIGNATURE AND DATE					
Signature*:			Date:		

* Parent/guardian signature is required (instead of the applicant) if the applicant is under the age of 18.

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>