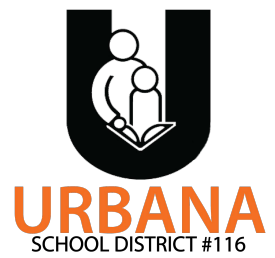


Urbana Middle School
1201 S. Vine St.
Urbana, IL 61802
www.usd116.org



Dear Prospective Volunteer:

We are excited to have you join us here in USD116 Schools for our iRead iCount Program! Our buildings are wonderful places for you to spend time alongside our fantastic students, staff, families, and community members. As we prepare to welcome you, 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.

Step One: Express an interest in being part of the iRead iCount program.

The following forms must be completed **before you can begin your volunteer experience** in USD116 Schools. Please complete these forms by **Friday, January 24, 2025**.

A. Volunteer Application

This form provides the District with general information about you and your interests and authorizes us to conduct a background check. After completing your form, please sign and return all completed forms to USD 116.

Mail or deliver completed forms to: Angie Armstrong, Urbana Middle School, 1201 S. Vine St., Urbana, IL 61802

Email to: aarmstrong@usd116.org

Angie Armstrong will be in touch to follow up with the background clearance procedures and expectations.

B. Background Check Disclosure and Authorization Form and Summary of Rights

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 cost of the background check will be covered by the District. Please note that we contract with Bushue Background Screening to conduct 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 USD116 process. Once you have cleared your background check, you will be notified by the District. You will not be permitted to begin your volunteer experience without authorization!

Step Two: Sign Up for your volunteer school/day/time online

Once you have been cleared and accepted to participate, USD116 staff will send you an email with more participation details and a link to sign up for the school/day/time you would like to volunteer.

Step Three: Attend the mandatory training and orientation session.

All volunteers will need to sign up for training/orientation sessions when they are signing up for their volunteer times at the schools. Training sessions will allow volunteers to learn about the tools and educational activities to be used when working with students and go over school procedures. Members of the USD116 Curriculum Instruction and Assessment team created the curriculum. Each Building's Volunteer Coordinator will conduct these training sessions.

If you have any questions about this program, the application, or training processes, please feel free to contact me at 217.337.0853 or at aarmstrong@usd116.org. We look forward to seeing you in our schools and appreciate your interest in helping our students.

Sincerely,

Angie Armstrong
District Mentoring & Community Involvement Coordinator



Urbana School District 116
iREAD VOLUNTEER APPLICATION

URBANA
 SCHOOL DISTRICT #116

Personal Information (PLEASE PRINT)				
Last Name	First Name	Middle Initial	Email Address	
Street Address		City	State	Zip
Phone	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><input type="checkbox"/> I am interested in volunteering for the iRead Kindergarten Program</p> <p><input type="checkbox"/> I am interested in volunteering for the iRead First Grade Program</p> <p>This program will take place from March 4 - May 9, 2025</p> <p>For more information about the program visit www.champaigncounty.org/iread-icount</p> <p>Have you previously volunteered or been employed by Urbana School District 116? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you previously volunteered in the iRead Program with Urbana School District 116? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If yes, you will still need to complete this first application page and submit, but will not need to complete the background check pages in this document as you are pre-cleared.</i></p> <p><input type="checkbox"/> Please check this box if you are willing to change schools/times after you have signed up. (Example, you have signed up for Leal but Thomas Paine needs more volunteers, so we would contact you to change school so more students could be helped.)</p> <p>Are you fluent in a language other than English? <input type="checkbox"/> Yes <input type="checkbox"/> No 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	
Signature: _____		Date: _____		
FOR OFFICE USE ONLY				
Notes:				
Requestor:	Interview:		Approval:	