



Family and Community Engagement Center

703 S. New St.
Champaign, Illinois 61820

Telephone: (217) 351.3722

Dear Prospective Volunteer,

Thank you for your interest in becoming 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 enjoyable and to protect our students' safety and welfare.

Unit 4's volunteer application and background check process is now completely online and uses the Raptor Technologies platform. If you are unable to complete an online application, please contact Cheryl Barringer at ireadcount@champaigncounty.org, and she will help you complete the application.

Yellow highlighted steps must be completed when you sign up to complete the application process.

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

- 1. Complete the Volunteer Application, Background Check Disclosure and Authorization Form and BHR Screen by**
 - **August 28, 2026, for the Fall 2026 iCount Program.**
 - **January 29, 2027, for the Spring 2027 iRead Program. (only if the application process was not completed for the Fall 2026 iCount Program)**

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. The cost of the background check will be covered by the district. A background check is in effect for twenty-four months. If you already have a current background check in Raptor, then you do not need to complete another screening.

Please note that Unit 4 contracts with Bushue Background Screenings to conduct the 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 a part of the Unit 4 volunteer process.

A. Directions for Completing Step 1: Complete online Volunteer Applications and online BHR Screening:

- i. Please go to the **Getting Involved** section of the Unit 4 webpage:
<https://www.champaignschools.org/page/getting-involved>
- ii. Click on the "Volunteer Application" link which is on the left side of the page. Please note: the application must be completed in one sitting and cannot be partially completed and saved to complete later. However, it does not take long to complete. Please check to see if your background check is complete by starting this process. Raptor will tell you if a new background check is not needed at this time and will stop the screening process. If this happens, please proceed to **Step 2** and complete the "Unit 4 Volunteer Signup for Fall 2026 iCount and Spring 2027 iRead Programs" Google Form.

B. Please complete the volunteer application as directed and make sure you do the following:

- i. Choose "Classroom or Event Volunteer" as the function.
 - ii. Choose "iRead iCount" as the organization.
 - iii. Choose "LIFT" as the building where you will be volunteering. (This will be changed to the school where you will be working with students once you choose your building and volunteer times. The building information will be changed for you by a Unit 4 employee.)
- C. Please sign your application request for the Bushue background check by writing your signature on a line. On a computer, you will do this with the mouse. On a smartphone, you will do this with your finger.
- D. Please complete the background check by clicking on the online link that will be emailed to you by Unit 4 after the application is submitted.

2. Sign Up on the "Unit 4 Volunteer Signup for Fall 2026 iCount and Spring 2027 iRead Programs" Google Form by clicking on this link: <https://forms.gle/hXH126tAMPjgrcZB7>

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

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

4. Attend the Mandatory Training Orientation Session

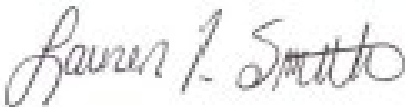
New volunteers will need to sign up for a training session when they sign up for their volunteer times at the schools. A separate training session sign-up option will be on the main sign-up page in addition to the school sign-up options. Training sessions will allow volunteers to learn about the tool kits and different educational activities that are used when working with students. Champaign Unit 4 math and literacy specials will conduct these training sessions. You will also need to attend one of two orientation sessions offered at the school you have chosen. Please contact the volunteer coordinator at your school to schedule which session you will attend.

If you have previously volunteered for iCount you do not need to attend the iCount training again. If you have previously volunteered for iRead you do not need to attend the iRead training again. If you have previously volunteered at the same school, you will not need to attend the orientation program.

Please note, once you are registered for the iRead • iCount® Program, you will automatically be sent sign-up information (school choice and time) for the following three semesters of the iRead • iCount® Program. If you don't wish to participate in a future program you can contact either Cheryl Barringer or myself to let us know or just don't sign up for volunteer timeslots.

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,



Lauren Smith
Community Outreach Coordinator