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Division of Human Resources  
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[www.bvsd.org](http://www.bvsd.org)

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Dear Parents, Guardians and Community members,

Volunteering in schools is a wonderful, beneficial experience that rewards not only the students and the teachers, but also the volunteers themselves. It provides an opportunity to create positive relationships and support schools in succeeding in their overall goal of student achievement.

Boulder Valley School District understands that it is our responsibility to ensure the safety of our students. To promote a safe, nurturing, and supportive educational environment in which students can pursue their educational goals, Boulder Valley School District will maintain a background screening program for regularly scheduled volunteers as part of the approval process for volunteering in school activities and events. For the 2011-2012 school year, all regular volunteers will be required to complete the background screening program each school year prior to performing any volunteer work within the District.

The BVSD volunteer background screening program will be maintained by a company called TCLoqiQ. The information obtained from the background screening will be used for the sole purpose of determining eligibility of volunteering in Boulder Valley School District and will not be shared or given to any other agency. Any information obtained will remain confidential and will be viewed only by the BVSD Human Resources Department. Once a volunteer is approved through the online screening program, he/she will be approved to volunteer at any (non-charter) school within BVSD during that school year.

Adults requesting to be considered regular volunteers in BVSD must complete the online background screening at the following website: [www.tcllogiq.com/bvsdv](http://www.tcllogiq.com/bvsdv) or by calling TCLoqiQ at 877-825-6447. The cost of the background screening is \$16.00 plus applicable state fees. Any volunteer needing clearance to transport students will be required to pay \$22.50. This cost includes the regular volunteer background screening as well as a motor vehicle background screening. TCLoqiQ will accept payment through the online payment service Authorized.Net – MasterCard, Visa, Discover and American Express will be accepted. Other forms of payment are also accepted and can be arranged through TCLoqiQ at 877-825-6447.



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**Volunteer required to drive for activity/field trip or any other activity - \$22.50**

- This cost includes a regular volunteer background screening as well as a motor vehicle background screening

**Regular volunteers required to complete the background screening program include, but are not limited to those in the following - \$16.00:**

- Volunteers with a regular schedule in the school (classroom, health room, playground, cafeteria, library, greeters)
- Activity/Club mentor, volunteer or chaperone
- TAG (Talented and Gifted) mentor, volunteer or chaperone
- Any field trip off school site (no driving required)
- Overnight trip chaperone
- At-Home (Student Contact) (ex. host of team dinner, building parade float)
- Volunteer coach (interscholastic or intramural)

**Occasional volunteers will not be required to complete the online background screening program. The school staff will conduct a minimal background screening for those individuals as appropriate. This category includes, but is not limited to, those in the following – No Cost:**

- Crossing guard
- Occasional volunteer (ex. classroom party, school/community event)
- School-sponsored event (ex. career fairs, book fairs, after-prom, science fairs, school dances, guest speakers, field day, registrations)
- Projects w/little or only incidental contact w/students (ex. fundraisers, boosters, concession stands, scorekeepers)
- School Accountability Committees/School Improvement Teams, the District Accountability Committee, District Parent Council, PTOs, PTAs and PEN participants.

We appreciate your cooperation and support of this new expanded background screening program. We share with you the priority to ensure the welfare and safety of our students. Please contact the school office or BVSD Human Resources with any questions you may have regarding this program.

Sincerely,  
BVSD Human Resources