



Administration Center
1000 East Broadway, Stratford, CT 06615

VOLUNTEER APPROVAL PROCESS

The District is using the Raptor System to process volunteer applications and background checks. This is the same system that is used for school visitors.

Per [District Policy](#), the Building Principal is to submit a list of all regular volunteers on an annual basis. To assist in this effort, a Google Document has been created and will be shared with building principals. You will receive an email with a link to the Google document and editing access for the **Volunteer Log**. There are tabs at the bottom with each school name.

Please complete the following fields:

Last Name *of volunteer*

First Name *of volunteer*

New Applicant? (Y/N) - *Is this a new volunteer to your building?*

Volunteer Type - *Who is volunteering? Parent, guardian, community member, college student, etc.*

Recommended by: - *Name of administrator recommending the volunteer.*

Background Check Required? (Y/N) - *Is this person required to have a background check completed? The background check will be automatically generated through the Raptor system application process. **Only** give the Raptor application link to volunteers that will be regular volunteers in your building, chaperones or volunteers that will be alone with students, chaperones attending field trips that are out-of-state or overnight. Background checks do not need to be done for parents / guardians visiting their child's classroom for a short period of time with the teacher present.*

For a volunteer requiring a background check, the school administrator will give the [Raptor Application Link](#) to the volunteer. Once the volunteer completes the online application for and uploads the necessary documents, a background check is automatically generated within the system. Again, please only give this link to volunteers requiring a background check as there is a fee for each application filled out in the system.

Human Resources will receive the results of the background check and fill in the last area of the volunteer log - **HR Approved? (Y/N)**.

Administrators will also be able to generate a report in Raptor listing all of the active volunteers for the building.



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Volunteer background checks must be completed every four years. The system will alert the volunteers of the expiration of their volunteer status.

Please allow up to two weeks for approval.

If you have trouble accessing the volunteer module or have questions, please contact the Human Resources Department at (203) 385-4212.