



Dear Volunteer,

Thank you for your interest in working in our schools and with the students of Pulaski County. To help ensure the safety of our students, faculty and staff, background screens for volunteers are required (Board Policy GCD-R: Hiring Procedures). Your background screens will require a criminal background check (\$16.95) and a Virginia Department of Social Services search (\$10.00). The following will provide guidance in you becoming a verified volunteer. Let's get started!

**Step 1:**

To start, [click here](#) to complete and submit an online application with **Secure Volunteer**.

**Step 2:**

Once you receive the email notification (below) from **Secure Volunteer**, please continue with your background search with the **Virginia Department of Social Services (DSS)**. The DSS search takes approximately 4 – 6 weeks. To access the **Central Registry Release of Information Form**, [click here](#). This search form authorizes release of personal information regarding information maintained by either the **Virginia Department of Social Services (DSS)** or any local department of social services. Since you are authorizing release of information, the **Central Registry Release of Information Form** requires the services of a notary. We have a notary and search forms available at Dublin Middle, Dublin Elementary, Pulaski Middle, or you may contact Ms. Sharon Atkins at (540) 994-2532 to schedule an appointment at the School Board Office. Pulaski County Public Schools will mail the search form on your behalf; therefore, you may leave the completed notarized search form and acceptable form of payment at a school to be sent to Human Resources, or you may deliver it directly to Human Resources at the School Board Office. **The Virginia Department of Social Services (DSS) charges a \$10.00 fee for each search and payment must accompany search forms. Only money orders, company/business checks, or cashier checks will be accepted. Please make payable to: Virginia Department of Social Services.**

**Dear (Name):**

***This email is a confirmation of your background screen application you submitted through the Secure Volunteer website of Pulaski County Public Schools. We have charged your credit card in the amount of \$16.95.***

***Once your background screen has been conducted, you will receive an update regarding your application approval.***

***Thank you for choosing to volunteer and for using Secure Volunteer.***

**Step 3:**

After you have cleared both volunteer screenings, you will receive an email notification (below) from **Secure Volunteer**:

**Dear (Name):**

***Congratulations! Your volunteer application for Pulaski County Public Schools has been approved. You should receive your ID card within 14 business days.***

***The card will be mailed to the address you provided. Until you receive the card, please use this email as a temporary card. Please present this email along with a government issued photo ID while volunteering.***

***Below please find your Secure Volunteer application information. For additional questions regarding the application process, please visit the [Secure Volunteer FAQs](#). For specific questions regarding volunteering, please contact Pulaski County Public Schools.***

***Thank you for your commitment to volunteering! Sincerely,***

***Secure Volunteer - Powered by BIB***

You are ready to volunteer! Your volunteer screenings are valid for 2 years (expiration on your ID card). Please enjoy your time working with Pulaski County Public Schools. We appreciate your willingness to work with our faculty, staff, and students.