

Volunteer Procedures

If you plan to:

- *Work the Fish Fry**
- *Help with Band Camp**
- *Help with the Miss YCHS Pageant**
- *Chaperone Games**

You must have your driver's license scanned. You may do this at one of the 2 Mandatory Parent Meetings (Orientation meeting & 1st Day of Band Camp meeting), or stop by the YCHS main office at your convenience. This process takes seconds! If you scan in the main office please tell a main office desk employee that you are scanning specifically for the band fry.

If you plan to:

- *Chaperone Competitions or any other off campus events/trips**
- *Be on Prop or Equipment Crews**

You must follow the procedure below. Once you complete the procedure please let Mrs. Brooks know so she can be looking for your approval.

Volunteer Online Application Instructions Below:

1. To complete an application for a background check, please click on the following link:
<https://bib.com/SECUREVOLUNTEER/York-County-School-District-One/>



Once an application is complete, the information is transmitted directly to Background Investigations Bureau (BIB) and is processed once the application is approved at YSD1 district level.

2. BIB will send a background status update to the email account which was annotated on the candidate's application. Note: The process takes from 2 business days to 10 business days.

3. If applicant is approved as a volunteer, a volunteer badge is mailed to the address listed on the application within 2 weeks. Official card carrying volunteers are required to check into the approved school sited and to have the volunteer badge visible whenever on the respective campus.

4. In the case a volunteer application is not approved, BIB will send a letter to the applicant giving specific instructions on following up with them regarding the application.

5. **Volunteers must re-apply every two years.** BIB will send you a reminder to re-apply 6-8 weeks before your volunteer status is set to expire. They will send this reminder to the email you listed on the original application.