



August 2012

Dear Volunteer:

On behalf of the Brecksville-Broadview Heights City Schools, its staff, as well as its students, let me thank you in advance for your willingness to volunteer for one of our student centered activities. Support like yours allows us to provide special activities and events for our students.

Please see the Brecksville-Broadview Heights City Schools Board Policy that is attached. As it indicates, I am required to provide you with information about serving as a volunteer. A key point that stands out for me as particularly significant appears in the fourth paragraph. It states, in part, "the Superintendent shall inform all volunteers who work or apply to work unsupervised with children on a regular basis of the need to display appropriate behavior at all times, and that they may be required to submit to a criminal records check. If a criminal records check is then conducted, it will be done before they begin duties as a condition of continued service as a volunteer and will be at the board's expense." This policy does not prohibit the district from periodically randomly selecting volunteers for a background check at the district's expense.

After reading this letter and attached Board Policy 3120.09, please thoroughly read and then sign the Volunteer Waiver and Release Form and return it to your building principal as directed. This must be done prior to the start of your volunteer activity.

Again, thank you for your willingness to assist in this endeavor. Your time and desire to help are very much appreciated.

Respectfully,

Scot Thomas Prebles
Superintendent