

Dear Volunteer,

Thank you for all the many hours you donate to support education in Jordan School District and especially at Columbia Elementary. The District has brought to my attention that volunteers need to complete paperwork, if they will have unsupervised access to students. This would include volunteers who go on field trips or work with children outside the classroom.

Volunteers will need to go to Jordan School District Offices located at 7387 S. Campus View Drive. You will go to Human Resources Department to complete the necessary paper work and be fingerprinted. If you have questions, you can call Human Resources at 801 567-8150.

- This process will be at no cost to you.
- The background check will be good for five years.
- When you have completed the paper work and the fingerprinting, the District will provide proof for you to bring to the Columbia Elementary office.
- The office staff will keep the paperwork on file.

Once again, thank you for the countless hours of service and your willingness to share your time and talents.

Sincerely,

Katherine Riding