



UFRSD
VOLUNTEER APPLICATION (Rev 8/2019)
27 High Street, Allentown, NJ 08501
609-259-7292

THANK YOU FOR JOINING US AT UFRSD AS A VOLUNTEER!

Volunteer Name: _____

ADDRESS: _____

E-Mail: _____

Contact
Number: () _____

Alternate
Contact # () _____

Please circle the school location (s) you are volunteering at: AHS SBMS NES

Please indicate grade(s) you would like to work with: _____

VOLUNTEER SIGNATURE: _____

(See District Policy and DOE Criminal History Clearance Letter, attached)

District Use:

Principal's Approval _____

Date: _____

BOE APPROVED: _____



UFRSD

27 High Street, Allentown, NJ 08501

PARENT VOLUNTEER PACKET (Rev. 8/2019)

**THANK YOU FOR JOINING US AT UFRSD AS A VOLUNTEER/CHAPERONE!
WE ARE LOOKING FORWARD TO HAVING YOU JOIN US AT UPPER FREEHOLD
REGIONAL SCHOOL DISTRICT AS A PARENT VOLUNTEER.**

Attached are the necessary forms and explanation of the process.

- The Criminal History Clearance (Fingerprinting) portion of the process does require (2) payments, one to the State and one to IdentoGo/Morpho Trust agency. **BOTH OF THESE FEES** will be reimbursed to you.
- UFRSD reimburses volunteers for the fee associated with fingerprinting. Please be sure to fill out the Reimbursement Voucher (attached) **AND INCLUDE YOUR RECEIPTS!**
- **Results** of a Tuberculosis Screening (Proof of screening and results on medical facility/physician's letterhead is acceptable. *(No attachment)*)

Upon completion, please return to Main Office of the school where you are requesting to volunteer at **OR TO THE TEACHER IN CHARGE OF THE CLASS TRIP YOU ARE CHAPERONING.** (example: DC or Stokes Trips)

***YOU MUST MEET WITH THE BUILDING PRINCIPAL TO REVIEW PROCEDURES and
MANDATED TRAINING TO BE APPROVED AS A UFRSD VOLUNTEER.***

FAQs

Q-If I had my fingerprints completed because I previously volunteered, do I have to get reprinted?

A-If you were printed under the status of "**Volunteer**", the answer is your prints are valid for (5) years per the direction of the Superintendent. If you have been printed by the NJDOE, due to employment in this or ANY OTHER NJ SCHOOL DISTRICT, please provide a copy of those results.

Q- I recently was fingerprinted by another government agency, do I have to get reprinted?

A- Yes, you must achieve Criminal History Clearance with the NJ Department of Education.

Thank you for your continued support!

Karen Farrell

Superintendent's Office, X3201

CRIMINAL HISTORY CLEARANCE PROCEDURES AS DIRECTED BY THE NJDOE

New Applicant Request

(ALL UFRSD Staff, Coaches, Volunteers, Student Teaching/Interns AND Substitutes.)

1. Access the Criminal History Review's web site at: <http://nj.gov/education/crimhist/>. Click on "New Applicant" (in blue) THEN click on **New Applicant Process**".
2. Select the first option: "**New Administration Fee Request** (New Applicants Only)".
3. Enter your Social Security number to ascertain whether you are eligible for the process.
Click "Continue."
4. If you are eligible for the process, the screen will display four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to the next screen.
 - a. All job positions, except school bus drivers and bus aides, for public schools, private schools for students with disabilities and charter schools;
 - b. All school bus drivers and bus aides for public schools, private schools for students with disabilities, charter schools and authorized school bus contractors;
 - c. All job positions, except school bus drivers and bus aides, for nonpublic schools; or
 - d. All school bus drivers and bus aides for nonpublic schools and other agencies.
5. Complete the requested applicant information to include the county (Monmouth-25) and district (Upper Freehold 5310) codes. In order to continue with the ePayment process, read and accept the terms of the Applicant Authorization and Certification form (AA&C) by checking the box.
6. Complete the required payment information. There is a \$10.00 administrative fee for the Department to process the request and issue an approval letter. There will also be an additional \$1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information. Accepted methods of payment are Visa, MasterCard, American Express or Discover credit cards.
7. You must click the "Make Payment" button only one time to complete the transaction. After completing the transaction, you will be presented with three required steps:
 - a. View and/or print your New Administration Fee Payment Request confirmation page;
 - b. Complete and/or print your Identogo NJ Universal Fingerprint Form;
 - c. Click here to schedule your fingerprinting appointment with MorphoTrust
8. **Select the first option -- "View and/or print your New Administration Fee Payment Request confirmation page"** and **print a copy of the receipt** by clicking the print button in the upper right corner of the page and presenting a copy to the employing entity.
9. Next select the second option – "View and/or print your Identogo NJ Universal Fingerprint Form." **You must print the Identogo NJ Fingerprint Form and fill in the boxes for height, weight, maiden name (if applicable), place of birth, country of citizenship, hair color, and eye color and present it to MorphoTrust at the time of LiveScan fingerprinting.**
10. Access the MorphoTrust web page by selecting the third option "Click here to schedule your fingerprinting appointment with MorphoTrust" or call 1-877-503-5981.

→ In about two weeks, you will be able to view and print your "Applicant Approval Employment History" by accessing the Criminal History Review Unit's website. **Provide a copy to Superintendent's office!**

Archive Applicant Request

(Start here) <http://nj.gov/education/educators/crimhist/>

1. Access the Criminal History Review Archive process.
2. Select the second option: "Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)."
3. Enter your Social Security number to ascertain if you are eligible for the process. Click "Continue."
4. Select the appropriate Applicant Authorization and Certification form (AA&C) that is suitable to your job position and employer.
5. Complete the requested applicant information to include the county/district/school/ contractor codes furnished to you by your employer and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the AA&C by checking the box. Click "Next"
6. Submit your credit card payment. Total payment is \$28.50 (\$27.50 plus a \$1.00 convenience fee charged by the private vendor). Click "Continue" and then click "Make Payment" at the bottom of the next page.
7. The Payment Confirmation page will state "Your ePayment transaction has been processed successfully." You should print a copy of this receipt.
8. In about two weeks, you will be able to view and print your "Applicant Approval Employment History" by accessing it on the Criminal History Review Unit website. **Provide a copy to Superintendent's office!**

Transfer Applicant Request (Start here) <http://nj.gov/education/educators/crimhist/>

1. Access the Criminal History Review Transfer process.
2. Select the third option: "Transfer Request (**Only Substitutes and Bus Drivers are eligible to transfer**)."
3. Enter your Social Security number to ascertain whether you are eligible for the process. Click "Continue."
4. The screen will display two options:
 - For all bus drivers only
 - For all other job categories
5. Select the option applicable to the position for which you are requesting the transfer. Complete the requested applicant information, including the county/district/school/contractor-vendor codes furnished to you by your employer and click on the "Next" button.
6. Review your information and submit your credit card payment. Total payment is \$6.00 (\$5.00 plus a \$1.00 convenience fee charged by the private vendor). Click "Continue" and then click "Make Payment" at the bottom of the next page. The Payment Confirmation page will state "Your ePayment transaction has been processed successfully." Print a copy of this receipt.

IF YOU HAVE QUESTIONS, PLEASE CONTACT THE NJDOE CRIMINAL HISTORY UNIT AT 609-292-0507

PAYROLL VOUCHER

**UPPER FREEHOLD REGIONAL
BOARD OF EDUCATION
27 HIGH STREET
ALLENTOWN, NJ 08501
(609) 259-7292 FAX (609) 259-0888**

ACCOUNT NUMBER

NAME: _____
SCHOOL: **VOLUNTEER-** _____
DATE: _____

All vouchers must be signed. Please allow ample time for payroll processing.

QUANTITY	DATE AND DESCRIPTION OF SERVICE	AMOUNT
	Reimbursement for Criminal History Clearance	
-----	21.45 IorphoTrust ATTACH RECEIPT!	
-----	10.75 -State ATTACH RECEIPT!	
-----	_____	
-----	_____	

		TOTAL

**ALL VOUCHERS MUST BE
SIGNED BY YOUR BUILDING
PRINCIPAL/SUPERVISOR**

**Principal/Supervisor
Signature**

Date

Volunteer Certification:

**I declare and certify that the services listed above
were rendered as stated and all information is correct.**

Volunteer Signature

Date