



Garfield Re-2 School District Volunteer Procedure

For the safety of our students and staff, Garfield Re-2 School District has a volunteer application and background check process which is operated out of the Human Resources Department at the District office. There are several categories of volunteers which require a criminal background check under certain conditions. Please review the chart below to access the appropriate forms as needed:

Category	Background Check Requirement
Parents volunteering to assist their child Parents volunteering to assist their child due to medical necessity are not required to undergo a Colorado Bureau of Investigation (CBI) background check. They must check in at the front office and complete the School Gate Guardian procedure.	School Gate Guardian. ID required to complete
Teen Volunteers Volunteers 17 and younger are not required to undergo a Colorado Bureau of Investigation (CBI) background check. However, they are required to complete a volunteer application which is kept on file with the District office.	School Gate Guardian. ID required to complete
Occasional Volunteers (in line of sight of Re-2 staff member) Individuals wishing to volunteer on an occasional basis, i.e., career day, field day, field trip, etc. are not required to undergo a Colorado Bureau of Investigation (CBI) background check. They must check in at the front office and complete the School Gate Guardian Procedure.	School Gate Guardian. ID required to complete
Supervised (in line of sight of Re-2 staff member) volunteering with children An individual wishing to volunteer on a regular basis beyond with his/her child, is required to complete a volunteer application and undergo a background check which can be found here <i>For example:</i> <ul style="list-style-type: none"><li data-bbox="274 1664 1073 1818">an individual who volunteers to come in on a monthly basis to read with a group of kids in the classroom in the presence of a teacher, A member of the Parent Teacher Association and conducts tasks within a building.<li data-bbox="274 1818 1073 1943">PTO/PTA/Booster completing tasks within the building on behalf of students or the school. Hosting special events like dances, family nights, etc.	Colorado Bureau of Investigation (CBI) background check.

<p>Volunteers with access to children in an unsupervised setting (not always in line of sight of Re-2 staff member)</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • an individual who volunteers to come in on a weekly basis to teach an art class after school in the auditorium without a Re-2 staff member present in the room. • A volunteer Athletic Coach or Extracurricular Activity Leader • Overnight field trips 	<p>Colorado Bureau of Investigation (CBI) background check.</p>
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References

Volunteer Application:

https://docs.google.com/forms/d/e/1FAIpQLSetgizpgEajTVb7lQjU1r1JYmiN41Ta1hHSZyJL_azGXEWgcg/viewform?usp=sf_link

Background Check Instructions: (includes event code)

English: https://drive.google.com/file/d/1x4qlxJaXNN7773RuHtuTKYH1FLpsWn4S/view?usp=drive_link

Spanish: https://drive.google.com/file/d/1Ip4IU9U5IKjCqfHsmW438Ds3a29-SUL0/view?usp=drive_link

School Gate Guardian Information: You will need a photo ID to sign in and be screened through the school gate guardian.

Volunteer Coordinator: Ryan Casey: rcasey@garfieldre2.net: 9706657644

Updated 09/01/2025; Devon Spaulding- Director of Human Resources

