

The School Volunteer Policy was adopted by the Coventry School Committee in June, 2011.

The forms you need are on the Coventry Public Schools website ([Click Here](#)).

Look for School Volunteer. There is a handbook that has pages at the end that need to be completed. The first is a Volunteer Confidentiality Form and the second has information on how to apply for the required BCI check and a form to fill out. The form outlines what documents you need, such as a copy of a photo ID and a notarized signature. Here at ASFMS, we do have a notary on staff that can notarize your signature if needed. You can send in the forms yourself along with \$5.00 and the AG's office which will mail the approved BCI form back to you.

You or your child would then bring the approved BCI form to ASFMS along with the Volunteer Confidentiality Form. Another option is to bring or send the completed forms into the ASFMS Principal's Office. The forms are forwarded to the Coventry Administration Building every two weeks. They in turn will send packets of BCI request forms to the AG's Office every 2 weeks.

You will have to check with the Coventry Public Schools Administration as to how they communicate with you that the form has been received back from the AG's office.

If you hope to get the approved form back as soon as possible, I would recommend that you send the paperwork in yourself and then have your child or yourself bring them to ASFMS. Please send it to the attention of Susan Murphy. After you are added to the School Volunteer List, the BCI form is filed in the Building Principal's office.

When we receive the approved BCI check we will immediately add you to your child's Team School Volunteer List. If you have any questions, you can contact me by email or at 822-9426 EXT. 216.

Thanks for volunteering.

Susan Murphy – ASFMS Media Specialist