

Ray-Pec Volunteer FAQ

How can I volunteer for the Ray-Pec School District?

There are three levels of volunteer opportunities available at Ray-Pec.

Level III Volunteer: *Assists school staff with events and activities such as field days, class parties, book fairs, PTA dances, etc. Individuals volunteering in this capacity must follow the same protocol as any school visitor.*

Level II Screened Volunteer: *Assists school staff by interacting with small groups or individual students while under the supervision of a District employee as a tutor, reading buddy, field trip chaperone, Watch D.O.G., etc. Individuals who wish to volunteer in this capacity must complete a screening process which includes a criminal records background check and a Missouri Child Abuse and Neglect Registry check.*

Level I Screened Volunteer: *Assists school staff in a role that could create access to student records and/or may result in working with an individual or group of students without the direct supervision of a District employee. An example would be a volunteer athletic coach. Individuals who wish to serve in this capacity will be interviewed by District staff and must complete a criminal background check through the Missouri Highway Patrol as well as the Missouri Child Abuse and Neglect Registry check.*

Do I have to be a Level I or Level II Screened Volunteer to come to my child's class party or help during Field Day?

No. Helping the school in this capacity is considered a Level III volunteer. Everyone will be scanned through the Raptor system each time he/she visits the school in any capacity.

What do I need to do to become a Level II Screened Volunteer?

1. Complete the online [District Volunteer Application](#) and submit the \$15.00 criminal background check fee.

2. Fill out, print, and sign the [Missouri Child Abuse and Neglect Registry](#) form and return to your child's school secretary or upload and email to RP.Volunteer@raypec.org

Can I be a Level II Screened Volunteer if I fill out the online application but I do not turn in the Missouri Child Abuse Neglect Registry?

No! You must complete both the online application AND the Missouri Child Abuse and Neglect Registry to become a Screened Volunteer.

How long does the Level II Screened Volunteer approval process take?

The approval process typically takes 5-7 business days to complete.

How much does it cost to become a Level II Screened Volunteer?

The cost of the background check is \$15.00. Please contact your child's principal if you need financial assistance with this cost.

How do I pay the fee for the background check to become a Level II Screened Volunteer?

The background check fee of \$15 is collected at the end of your online application. If you do not have a debit/credit card please contact your child's school secretary.

Do I have to complete the Level II Screened Volunteer process every year?

No. Once you complete the process, you will be considered a screened volunteer for 2 years. You will receive an email notification when it is time to complete the process again.

I completed the process to become a screened volunteer last school year. Do I need to complete this new process?

No. Individuals who completed the screening last year are being uploaded into the Raptor system and are considered a Level II Screened Volunteer. You will receive an email at the end of two years from your original application so you know that you need to complete the process again.

I have children at two different schools in the District. Do I have to complete the Level II Screened Volunteer process for each school?

No. As part of the online application, you are able to select multiple schools. You only need to complete the process and pay the \$15 one time.

How do I know my online application was successfully submitted?

You will receive the email confirmation from the Raptor System. Be sure to check your spam/junk email folder if you have not received the verification email within 10-15 minutes. If you do not receive the confirmation email, contact rp.volunteer@raypec.org.

How do I know if I have been approved as a Level II Screened Volunteer?

You will receive the email confirmation from the Raptor System indicating that you have been approved.

I wasn't able to attend my child's field trip as planned. Can I get a refund for the cost of my background check?

Unfortunately, we are unable to issue refunds for completed background checks. You will be active as a Level II Screened Volunteer for 2 years so hopefully, there will be another opportunity in the future!

Do I still need to check-in with the office if I am approved as a Level II Screened Volunteer?

YES! Everyone must check-in with the school office, be screened through the Raptor system and get a visitor's sticker each time he/she comes to school.

What do I need to do to become a Level I Screened Volunteer?

If a District employee supports the possibility of you working with their students or program in this capacity, you will be invited to attend an interview with the employee and their administrator. If the interview affirms your placement in this position, the employee or administrator will contact the Human Resource Department.

You should contact Debbie Dragoo for a volunteer application and directions on completing the required background checks. Debbie can be contacted by phone at 816-892-1321 or by email at Debra.Dragoo@raypec.org.