

Process to submit the Waiver form and Volunteer form – 8/13/2024

After you have completed the fingerprinting portion of your background check, you will need to complete the Waiver form and a volunteer form. These forms are available electronically. On the SDHS Band website (www.SDHSBand.org) scroll down to “Background check forms” and click the link. You will be routed to a page that looks like this:



Click the bottom link under IncidentIQ. This will start a new ticket.

Enter your name, email address, and the location will be “Soddy Daisy High” and click “continue as guest”

incidentIQ.
Ticketing Request Login

Continue as a Guest

First Name *
Angel

Last Name *
Rousse

Email Address *
angel@sdhsband.org

Location *
Soddy Daisy High

SODDY DAISY HIGH

CONTINUE AS GUEST

You will then be asked to enter

your emailed verification code. Once entered, click confirm.

incidentIQ.
Ticketing Request Login

Continue as a Guest

A one-time verification code has been sent to the email address provided.

Enter Verification Code *
123456

RESEND VERIFICATION CODE

CONFIRM

On the next screen, you will need to select "Volunteer Request"

incidentIQ.

Angel Rousse → SODDY DAISY HIGH → Guest Requests
New request Hamilton County School No issue selected

Ticket progress
Current Step: Select an issue category / issue

What issue are you having?
Search for an issue ...

Guest Requests Issues:

Change of Name/Address

Experience Verification Request

Volunteer Request

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Under Guest Requests enter “Chaperone Volunteer Request” then click on “Start Form”

The screenshot shows the 'Guest Requests' page. At the top, there is a breadcrumb trail: 'Angel Rousse' → 'SODDY DAISY HIGH Hamilton County Schoc' → 'Guest Requests Volunteer Request'. A 'Ticket progress' bar is visible on the right. The main search area contains the text 'Chaperone Volunteer Request'. Below this, there are instructions: 'Here are the instructions for signing up for a background check with Identogo. You must complete your background check and the following waiver agreement in order to proceed.' A card titled 'Volunteer Waiver Agreement Submission' shows 'Assigned: Angel Rousse' and 'Status: Draft'. A 'START FORM' button is circled in blue with an arrow pointing to it. Below the card, there is a 'Volunteer Fingerprint Date' field with instructions: 'Please provide the date you were fingerprinted for your background check.' and a note: 'If you volunteered in the previous school year and have not had a break in service, please provide your best estimate for your fingerprint date.'

The new form will be the Waiver Agreement and Criminal History

Checks.

Fill out completely with accurate information

The screenshot shows the 'Waiver Agreement and Statement for Criminal History Checks' form. On the left, a progress indicator shows 'Step 1 of 1' with 'New Step' highlighted. The form title is 'Waiver Agreement and Statement for Criminal History Checks'. The main text reads: 'This form must be completed and signed by every current or prospective employee, volunteer, and contractor/vendor for whom criminal history records are requested by a qualified entity.' Below this, there is a paragraph of authorization text: 'I hereby authorize Hamilton County Schools to submit a set of fingerprints through the TBI vendor and this form to the Tennessee Bureau of Investigation (TBI), for the purpose of accessing and reviewing Tennessee and national criminal history that may pertain to me directly from the FBI, pursuant to 28 CFR, Sections 16.30-16.34. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer.' Another paragraph states: 'I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to entity locations. I further understand that, upon request, you will provide me with a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.' A section titled 'A national criminal history background check on me is being requested by:' lists 'Hamilton County Schools' with address '3074 Hickory Valley Road', city 'Chattanooga', state 'Tennessee', and zip '37421'. There are two dropdown menus: 'I have or have not been convicted of a crime:' and 'I am a current or prospective:'. A note at the bottom left says: 'Changes have been automatically saved as of 9:27AM. It is safe to refresh your browser or bookmark / return to this URL as needed.'

You will then need to select “volunteer” from the drop-down menu

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I am a current or prospective: ▼ !

List Re

- Contractor/Vendor
- Employee
- Volunteer

You can sign either using your mouse or, if on a mobile device, a stylus or finger. You can also click the “type” button and you can just type your signature. Once you complete your signature – click submit

Waiver Signature ✕ Clear Tr Type !

You will need to complete the information requested

<input type="text"/> Printed Name • Angel R Rousse	<input type="text"/> Date • 08/13/2024
<input type="text"/> Address • 618 Sequoyah Access Rd	<input type="text"/> City • Soddy Daisy
<input type="text"/> State • Tennessee	<input type="text"/> Zip • 37379
<input type="text"/> Date of Birth • 06/01/1900	<input type="text"/> Last 4 of SSN • 1234

Sign the Applicant Privacy Rights - same feature applies here to either use your finger/stylus or type your signature. Then click submit.

Applicant Privacy Rights Signature ✎ Draw

Signature

✕ SAVE & EXIT FORM ✓ SUBMIT

This will complete the waiver form.

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Back on the main page you will need to complete the fields as needed.

If you can't recall the exact date when you completed your fingerprinting, you can make an estimate that's as close as you can get.

The screenshot shows a web form for volunteer registration. At the top right is a green button labeled "START FORM". Below it is a date field containing "08/13/2024". The form has several sections, each with a red asterisk indicating a required field:

- Volunteer Fingerprint Date**: "Please provide the date you were fingerprinted for your background check." The input field contains "08/13/2024".
- Volunteer Legal First and Last Name**: The input field contains "Angelia Rousse".
- Volunteer School Year**: "Please provide the school year you wish to volunteer during:". The input field contains "2024 - 2025".
- Volunteer Activities**: "Please list any sports, activities, field trips, or other volunteer events that you wish to participate in.". The input field contains "Band".
- Volunteer Phone Number**: The input field contains "555-555-5555".
- Volunteer Law Enforcement Status**: "Please indicate whether you are a member of law enforcement. If you are, please attach a verification with the department letterhead from your supervisor." A dropdown menu is open, showing "select a value ..", "I am employed in law enforcement.", and "I am not employed in law enforcement.".

At the bottom of the form, there is a disclaimer: "I, the undersigned, understand a background check is required before I can begin my service as a volunteer. I further understand that a background check, once completed, is good for three years, provided I volunteer for three consecutive years. After three years, I must submit a new background check. If I do not volunteer for three consecutive years, I will have to submit a new background check. I understand that, as a volunteer working with the Hamilton County Schools, I am not covered by any of the employment related benefits that the Board of Education provides to its paid employees such as health insurance and coverage for on-the-job injuries. Accordingly, I hereby release and hold harmless the Board of Education, its agents, employees, and insurance carriers of and from any and all claims, demands, or suits arising out of or related to an injury I might sustain while working as a volunteer for the Hamilton County Schools."

Under "Volunteer Activities" you can simply put BAND. If you have multiple students, you can list each activity, however, the background check and volunteer forms can be used by multiple activities for SDHS. Complete the remaining fields and click "submit ticket".

The information will be forwarded to the relevant department for evaluation.

Additionally, you will receive an email containing your ticket number along with a link to monitor the status of your review.

Should you have any inquiries or concerns regarding the completion of this process, please reach out to Mr. Light or your current booster president. A list of your Booster Officers, including their email addresses and contact numbers, can be found at <https://www.sdhsband.org/booster-officers.html>