

BRIDGMAN PUBLIC SCHOOLS
VOLUNTEER SCREENING PROCESS

For the continued safety of our students, staff and district, Bridgman Public Schools requires **all** volunteers to satisfactorily complete a background check every 12 months.

The district has made arrangements with a third party contractor, **Background Investigation Bureau (BIB)**, to conduct a comprehensive criminal and sex offender registry search. This search will also check all known court systems based on current and previous residency. Although BIB (Background Investigation Bureau) references the FCRA (Fair Credit Reporting Act), the district will **not** be conducting credit report checks.

Who needs to complete the BIB (Background Investigation Bureau) process?:

- Any person who will be assisting with chaperoning field trips, sharing lunches with students in lunchroom, class parties or other activities in the classroom and/or school building
- Guest speakers
- All committee members, including Booster Club, PTO, etc.
- Volunteer athletic coaches
- Any other person that is in direct contact with students.

VOLUNTEERS will register with BIB (Background Investigation Bureau) and will be issued name badges by BIB (Background Investigation Bureau) upon successful completion of the background check.

To register with BIB visit the district website at www.bridgmanschools.com or go to <https://bib.com/SECUREVOLUNTEER/BRIDGMAN-PUBLIC-SCHOOLS/>

If you have any questions about background checks, contact the Superintendent's Office. We appreciate your time and service and thank you for volunteering.

BRIDGMAN ELEMENTARY PARENTS: Please sign up for a background check after August 15 if you wish to be a volunteer at our school. Thank you.