



**E.H. Mellon Administrative Center  
Community Outreach Coordinator**

703 South New Street  
Champaign, Illinois 61820-5818

Telephone: (217) 351-3722

July 21, 2023

Dear Prospective Volunteer:

We are excited to have you join us here in Champaign Unit 4 Schools! Our buildings are wonderful places for you to spend time alongside our fantastic students, staff, families, and community members. As we prepare to welcome you, there are a few things we need from you to ensure your experience is as enjoyable as possible and to protect our students' safety and welfare.

The following forms must be completed **before you can begin your volunteer experience** in Champaign Unit 4 Schools.

**1. Volunteer Application**

This form provides the District with general information about you and your interests and should be turned in to the Volunteer Coordinator at the school in which you'd like to volunteer.

**2. Background Check Disclosure and Authorization Form and Summary of Rights**

All Volunteers must successfully complete a criminal background check prior to beginning their volunteer experience. For most of you, a name-based check is conducted. (If a fingerprint-based check is needed, we will contact you once we receive your forms back.) The *Disclosure for Consumer Reports* and *Authorization for Consumer Reports* forms must be completed and initialed by you. The *BHR Screen* form must be signed by you. A computer signature is not acceptable. The cost of the background check will be covered by the District. The *Summary of Your Rights* document is yours to keep.

Please note that we contract with Bushue Background Screening to conduct background checks for this program. Bushue operates under the Fair Credit Reporting Act (FCRA) and is required to provide you with notice of this, but a traditional credit check is not performed as part of the Unit 4 process.

Once you have cleared your background check, you will be notified by the Volunteer Coordinator at your assigned school. **You will not be permitted to begin your volunteer experience without authorization!**

**3. Volunteer Orientation**

The Volunteer Coordinator at your school will provide a brief orientation session for you.

The District maintains a database of Volunteers who have cleared background checks. If a Volunteer requests another experience at a different school, they will only be required to complete Items #1 and #3 again if they have already completed a criminal background check **within the last calendar year**.

If you have questions about any information in this packet, please contact me at (217) 351-3722 or email [smithla@u4sd.org](mailto:smithla@u4sd.org). We look forward to seeing you in our schools and appreciate your interest in our District.

Sincerely,

A handwritten signature in cursive script that reads 'Lauren L. Smith'.

Lauren Smith  
Community Outreach Coordinator



# CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4 CHAMPAIGN, ILLINOIS

## VOLUNTEER APPLICATION

Personal Information				
Last Name	First Name	Middle Initial	Email Address	
Street Address	City	State	Zip	Phone (     )
College Major (if applicable)	Gender	Race/Ethnicity <input type="checkbox"/> African American <input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Multi-Racial		
Volunteer Position(s) Desired	Additional Information			
<b>Preferred School(s):</b> _____ <b>Preferred Subject Area(s)/Grade(s):</b> _____ <input type="checkbox"/> Tutor an individual or small group <input type="checkbox"/> Assist as a classroom aide <input type="checkbox"/> Assist in the lunchroom or at recess <input type="checkbox"/> Mentor a student (this is a long term commitment) <input type="checkbox"/> Other (please list) _____ _____ _____	<b>Hours Available to Volunteer:</b> Monday <input type="checkbox"/> (8 – 10) <input type="checkbox"/> (10 – 12) <input type="checkbox"/> (12-2) <input type="checkbox"/> (2-4) Tuesday <input type="checkbox"/> (8 – 10) <input type="checkbox"/> (10 – 12) <input type="checkbox"/> (12-2) <input type="checkbox"/> (2-4) Wednesday <input type="checkbox"/> (8 – 10) <input type="checkbox"/> (10 – 12) <input type="checkbox"/> (12-2) <input type="checkbox"/> (2-4) Thursday <input type="checkbox"/> (8 – 10) <input type="checkbox"/> (10 – 12) <input type="checkbox"/> (12-2) <input type="checkbox"/> (2-4) Friday <input type="checkbox"/> (8 – 10) <input type="checkbox"/> (10 – 12) <input type="checkbox"/> (12-2) <input type="checkbox"/> (2-4)  How many hours per week do you wish to volunteer? _____  Have you previously volunteered or been employed with Champaign Unit 4 Schools? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details: _____  Do speak a language other than English? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what language(s): _____  Additional comments about preferences: _____ _____ _____			
Legal Information (You Are Not Obligated To Disclose Sealed Or Expunged Records Of Conviction Or Arrest)				
Have you ever been convicted of any misdemeanor (excluding traffic violations)? If yes, explain. Attach additional sheets, if necessary.				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of any felony? If yes, explain. Attach additional sheets, if necessary.				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had an indicated finding of child abuse in your name? If yes, explain. Attach additional sheets, if necessary.				<input type="checkbox"/> Yes <input type="checkbox"/> No
I hereby state that if accepted as a District volunteer, I agree to abide by the rules and regulations of Champaign Unit 4 Schools. I understand that I will be subject to a criminal background check. To the best of my knowledge and belief, all statements in this application are true and accurate.				
Signature _____ Date _____				
FOR OFFICE USE ONLY				
Notes: _____ _____				
Requestor: _____ Interview: _____ Approval: _____				



**Administrative Center  
Human Resources**

502 West Windsor Road  
Champaign, Illinois 61820

Telephone: (217) 351-3822  
Fax: (217) 351-7386

**DISCLOSURE FOR CONSUMER REPORTS**  
**READ CAREFULLY BEFORE SIGNING**

**Champaign Unit 4** (“end-user”) has contracted with Bushue Background Screening in connection with my application for employment, volunteerism, contracted services, tenancy, enrollment, acceptance into a program, student observing/teaching, and/or other reasons. I understand consumer reports will be requested by you the end-user. These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, judgments, bankruptcy proceedings, evictions, criminal records, fingerprint records etc., from federal, state, and other agencies that maintain such records.

I understand the end-user can use this disclosure in connection to obtaining consumer reports throughout my employment, volunteer services, contracted service, tenancy, enrollment, etc. with the end-user.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**AUTHORIZATION FOR CONSUMER REPORTS**  
**READ CAREFULLY BEFORE SIGNING**

**I hereby authorize procurement of consumer report(s) by Champaign Unit 4 (“end-user”). In connection with the end-user, this authorization shall remain on file and shall serve as ongoing authorization for end-user to procure such reports at any time during my employment, contract, volunteer period, student observing/teaching, or other affiliation to the end-user. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.**

**This authorization is conditioned upon the following representations of my rights:**

I understand that I have the right to make a request to the consumer reporting agency: (“Agency”), Bushue Background Screening, 302 E. Jefferson Avenue, Effingham, IL 62401, telephone number (217) 342-3042, upon proper identification, to obtain copies of any reports furnished to end-user by the Agency and to request the nature and substance of **all information** in its files on me at the time of my request, including the sources of information, and the Agency, on end-user’s behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative consumer report(s). The Agency will also disclose the recipients of any such reports on me which the Agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to end-user obtaining the above information from the Agency. I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the Agency. I may view the Agency’s privacy policy at their website: [www.bushuebackgroundscreening.com](http://www.bushuebackgroundscreening.com).

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the Summary of Rights                      (initials).

I authorize end-user and Agency to use email communication with me to provide me with notices and information regarding any report or use of such report.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**Champaign Unit 4  
(BHR Screen)**

\*Information below is being used for background screening purposes only.

APPLICANT INFORMATION (PLEASE PRINT LEGIBLY)					
Applicant's Legal Name (full name)	First:	Middle:	Last:		
Alias or Maiden Name	First:	Middle:	Last:		
Home Address:	Street Address:		City:	State:	Zip:
Date of Birth:		Social Security Number:			
____/____/____		____-____-____			
Phone Number:		Email Address:			
Driver's License Number:		State of Issuance:	Name as it Appears on Driver's License:		
Eye Color:	Hair Color:	Race:	Weight:	Height:	
				____ft. ____in.	
APPLICANT SIGNATURE AND DATE					
Signature*:				Date:	

\* Parent/guardian signature is required (instead of the applicant) if the applicant is under the age of 18.

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**



<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>