



Dear New Philadelphia Athletic Department Volunteer,

The New Philadelphia schools would like to thank you for volunteering to help our children in the classroom and/or in extra-curricular activities. Your assistance is a valuable asset to our district and is very much appreciated.

New state mandated regulations and adopted New Philadelphia Board of Education policy requires that all volunteers working with students must meet various requirements prior to board approval.

For those interested in volunteering with our athletes in our district, the following procedures should be followed:

- Fingerprinting should be completed at the **Educational Service Center** located at **834 E. High Avenue** –New Philadelphia. Hours are 8:00 am – 4: 30 pm. You will need to take your DRIVER’S LICENSE. Please inform the receptionist that you are there to have fingerprinting completed and need both the **BCI & FBI fingerprinting**. The cost is **\$ 66.00** for both and needs to be paid by cash, money order or credit card. When your fingerprinting is completed, be sure to tell the ESC that your fingerprints need to be sent electronically also to the Ohio Department of Education. (If you are a new employee to the district – you should have copies already). When you receive your fingerprint letters, please bring a copy to the Athletic Dept.
- You will also be required to complete a **CPR course and the Concussion Course** which can be found at [www.nfhslearn.com](http://www.nfhslearn.com), click on **Courses** at the top, scroll down to **CONCUSSION IN SPORTS** (free course), and follow the prompts to sign in. When you are finished with the course, print off the completion certificate and bring a copy to the Athletic Dept. for our file. **Call the Athletic Department (330) 364-0658 for information on when the CPR course will be offered.**
- When you have completed all your requirements and have provided us with copies of your BCI/FBI fingerprint letters, CPR card and the NFHS Concussion Course certificate, your name will be submitted to the Board of Education for approval.

Unfortunately the situation in the world today requires additional precautions be taken for anyone working with our athletes. We appreciate your understanding and compliance with these new requirements.