



Dear Volunteers,

All Volunteers, whether volunteering for a one-time event or multiple-events, must complete the Volunteer Agreement.

Board Policy requires that volunteers be fingerprinted if they are going to volunteer for any position which requires them to work in the building or in a classroom for more than 3 weeks in a row, or if they are going to chaperone an overnight trip.

When setting up your fingerprint appointment, please use the job category “**OTHER**” which will allow you to be covered to volunteer for multiple events, for the entire time your child(ren) are in this school district. **DO NOT USE “VOLUNTEER”** since this is for a one-time only event, and if you want to volunteer for other events or class trips, you will need to be fingerprinted again.

If you have previously had your fingerprints done to volunteer in the school, and you are not sure what job category you used, just use the following link to pull up your previous approval and print it out:
<https://homerom6.doe.state.nj.us/chrs/app-emp-history>

Here is some additional information you will need when filling out the fingerprint application:

1. County Code is: 25 Monmouth
2. District Code for Rumson Borough is: 4570
3. Contributors Code for Rumson is: 254570
4. Service Code: Public School Employment – 2F1FB1

If this is a financial hardship, the Board of Education will reimburse the cost associated with this process. Please print your Payment Confirmation and submit it to the board office for reimbursement.

If you have any questions or concerns, please contact Denise Muzyka, Administrative Assistant to the Superintendent at 732-842-4747 or dmuzyka@rumsonschool.org.

Thank you again for your consideration and patience.

Sincerely,

John E. Bormann

John E. Bormann, Ed. D
Superintendent of Schools

JEB/dgm