

PROCEDURE FOR:

- **UNSUPERVISED CHAPERONES**
- **CVU HOST FAMILIES**
- **MENTORS**

The above applicants must report to CSSU Central Office, 5420 Shelburne Road, Shelburne, VT 05482 to complete their paperwork. Central Office personnel will be available to assist with paperwork at the following times (these are also the hours on Monday and Thursday that the Shelburne Police Department, located in the same building, offers fingerprinting services).

- Monday mornings (8am-12pm) or
- Thursday afternoons (12pm-3pm) or
- By appointment, please call 802-383-1231

- While at Central Office, the applicant will:
 - Complete the *National Child Protection Act (NCPA) form* which needs to be notarized by a CSSU staff member.
 - Complete the *Agency of Human Services Consent for Release of Registry Information form - Form C*.
 - Provide one (1) form of photo ID.
 - Complete the *Fingerprint Authorization Certificate (FAC)*. The FAC will be given to the applicant upon payment to CSSU of the \$15.00 Criminal Record Check fee. The FAC is required at the Police Station in order to have fingerprints taken. In addition, the police department will require a check for \$25.00 for the fingerprinting.
- Upon successful completion of the searches (5-10 days), the applicant will be added to the Unsupervised Chaperone list, indicating they have received clearance. The school designated employee will have access to check this list for all applicants' clearances.
- In the event that there are questions or concerns regarding the applicant's eligibility based on registry search results, the HR Director or Central Office administrator will make the final determination of eligibility.

Note: Mentors will follow the same procedures outlined above. The costs of the Criminal Record Check and fingerprinting are covered by CY for those who are mentoring through the Connecting Youth (CY) program.