



**TO:** Principals

**FROM:** Shawna McMahon  
Safe Environment Program Coordinator

**DATE:** 11 November 2009

**RE:** Background Checks for Field Trips

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This fall, we have seen an increasing number of background checks for volunteers being submitted the day before a field trip. Unfortunately, we have had to deny volunteer/chaperoning opportunities to several parents because we were not able to process the background check in time for the field trip.

**Please allow sufficient time to process background checks for volunteers who would like to help on a specific event or field trip.** While CICS does their best to process the results within 24-48 hours, this is not always possible due to delays with the court system and accessibility of records.

Please also remember that any background check that comes back with any hit (or conviction) must be reviewed in the Safe Environment Office. While many convictions do not limit eligibility to volunteer, it may take up to five business days to process and clear the volunteer for service.

Please call the Safe Environment Program at (206) 274-3188 for more information about background checks.

Thank you for your assistance!

Peace & Blessings,  
Shawna McMahon