

**WINSLOW TOWNSHIP SCHOOL DISTRICT  
HUMAN RESOURCES**

**30 COOPERS FOLLY ROAD  
ATCO, NJ 08004**

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**H. Major Poteat, Ed.D.  
Superintendent of Schools  
(856) 767-2850, Ext. 7512**

**Floyd M. Riley  
Director of Human Resources  
(856) 767-2850, Ext. 7506  
(856) 767-9549 (Fax)**

Dear Volunteer Candidate:

On behalf of the staff (myself included) and most especially our students, we thank you for your interest in volunteering your time and assistance in our schools.

As a volunteer who will be in contact with students on a regular basis, you will need to comply with certain requirements and complete the forms noted below. You can pick up the forms from the Human Resources Department at the Board of Education Office.

In this packet you should have the following items:

1. **Volunteer Application:** This must be completed to process your application.
2. **Fingerprint Application Form:** This form must be completed and submitted to SagemMorpho, the vendor that the State of New Jersey has contracted to perform fingerprinting. The fee will be \$26.25. (Upon completion, you may submit your receipt to the Winslow Township Human Resources Office for reimbursement.)
3. **The Applicant Authorization and Certification Form:** The Applicant Authorization and Certification Form authorizes the NJ State Department of Education to submit fingerprint data pertaining to you to the FBI and the NJ State Police Bureau of Identification. You must submit a \$7.00 money order made payable to the State of New Jersey with this form. (Upon completion, you may submit your receipt to the Winslow Township Human Resources Office for reimbursement.)
4. **Statement of Confidentiality:** Through a signed statement you are committed to maintain student confidentiality. What you learn or may hear about any child, at any time, while working in the schools is confidential and cannot be shared with anyone other than the school staff working with that child.
5. **Medical Evaluation Form:** Information on this form includes:
  - a. Mantoux Test: This test checks for tuberculosis and can be administered by the School Nurse at no charge to you. You may contact Human Resources to set an appointment with the nurse.
  - b. Drug Test: (This test is only taken once.) This test can be administered by your personal physician. If so, please submit your receipt to the Winslow Township Human Resources Office for reimbursement. If you select to utilize the school physician, Dr. Julian Maressa, there is a charge of \$100.00. You may contact the office at 856-767-6044 to set up an appointment. His office is located in Berlin, NJ at 181 W. White Horse Pike, Suite 100. You will be responsible for paying the fee at the physician's office. Upon completion of a negative drug test, you may submit your receipt to the Winslow Township Human Resources Office for reimbursement.
6. **Volunteer Information Flyer:** Information about volunteering in the school district.
7. **Board of Education Policy/Regulation:** Copy of the Board of Education approved Long-Term Community Member School Volunteer policy.

Again, thank you for volunteering. If I can be of any assistance please contact me. Have a rewarding school/student service experience.

Sincerely,

Floyd M. Riley  
Director of Human Resources

10/29/08