

**NEWTON FALLS EXEMPTED VILLAGE SCHOOLS
ITEMS NEEDED FOR
BUREAU OF CRIMINAL INVESTIGATION
(BCI)**

Thank you for your interest in volunteering or chaperoning for the Newton Falls Exempted Village Schools. You must have a BCI check to be able to volunteer in the school. Please follow the steps below:

1. You need to call (330) 505-2800 for an appointment for a BCI check. (Finger printing) – The Trumbull County Board of Education is located at 6000 Youngstown Warren Rd., Niles, OH 44446-4603. (Corner of Rt 46 and Rt 422 – next to Marcs & Staples) **Please do not go without an appointment.**

2. Please take a \$30.00 **money order** payable to:

Trumbull County Educational Service Center

Please keep the following in mind: As stated in our student handbook, Parent volunteers must have a BCI check. Also, volunteers are not allowed to bring any pre-school children.

BCI REIMBURSEMENT REQUIREMENTS: 20 hours of classroom and/or ABC volunteer service is required before we will reimburse you for the BCI. We realize many parents work during the day and are unable to help in the classroom on a regular basis, but there are MANY other opportunities for you to volunteer. A copy of your money order, as well as *20 hours of volunteer service* must be turned into the office for reimbursement.

Thank you.