



School Administrative Unit #20

123 Main Street * Gorham, NH 03581 * Phone: (603) 466-3632 * Fax: (603) 466-3870
Website: www.sau20.org

October 3, 2017

Dear SAU 20 Parents,

I hope that this letter finds you well.

We will be initiating a "designated volunteer" fingerprinting procedure in SAU 20 in order to strengthen our student safety system. I am asking that all volunteers and chaperones for Milan Village School, Edward Fenn Elementary, Errol Consolidated School and Gorham Middle High School, that are not under direct supervision of an employee/staff member, in our schools/districts, be fingerprinted in order for us to perform a criminal records check. These volunteers/chaperones are known as "designated volunteers."

If you will be, or are planning to be, volunteering/chaperoning any activities in which you will NOT be under the supervision of an employee/staff member you must be fingerprinted. Some examples of activities in which you would need fingerprinting: volunteer coach not under the supervision of the contracted coaches, chaperones in charge of small groups or individual students without a employee/staff member present, chaperone for an overnight trip not under the direct supervision of a teacher/administrator, classroom volunteer not under the direct supervision of an employee/staff member. Another example may be that you will chaperone a student activity like skiing or snowshoeing and are with a teacher but, the teacher has to chaperone another group and you are skiing/snowshoeing alone with an individual or small group of students, fingerprinting would be required. These may

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Superintendent

Pauline Plourde
**Business
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Kim Bartoli-Brown
**Director of Special
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Mandy Roberge
Speech Pathologist

Amanda Ramsay
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Lorna Aldrich
Lisa Sankiw
Karen Couture
Lisa Picard
**Administrative
Assistants**

Dummer * Errol * Gorham * Milan * Randolph * Shelburne

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not be the only cases in which you may need fingerprinting. The **key** is being under supervision of an employee/staff member. If a volunteer/chaperone is not under this supervision then fingerprinting is needed.

So, if you will be chaperoning/volunteering this year, under any of these circumstances, you need to drop by the SAU 20 Office, 123 Main Street-Gorham-2nd Floor, to pick up the proper paperwork to get fingerprinted. Please do not put this off as sometimes fingerprinting results take four to six weeks to come back to this office. Fingerprinting results must be received in this office prior to you being allowed to chaperone/volunteer any event, unsupervised. I also want you to know that any results from fingerprinting are confidential and reviewed only by me.

Please do not delay in the fingerprinting process. You will not be charged for fingerprinting. We truly want you to be part of our activities and we also want another layer of safety for our students.

Call the SAU Office, 466-3632 ext 1105, if you have any questions regarding this letter.

Sincerely,



Paul Bousquet
Superintendent of Schools
SAU 20

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