

Volunteers in Medford Schools (VIMS)

Community members who wish to volunteer their time and talent to the District are approved through the following Volunteers in Medford Schools (VIMS) process:

1. Persons seeking VIMS approval should apply through the HelpCounter online application system found on the Medford School District website. If the volunteer does not have access to the internet and online application system, he/she may contact the District Human Resource office or a local school.
2. The applicant can list more than one school to connect to the application; when approved the approval is for all listed schools.
3. The application includes all required identifying, contact, and background check information required for a volunteer applicant.
4. Once completed, the application automatically initiates the required background check.
5. If the background check is approved and the volunteer is able to begin, the school and the applicant receive an email verification.
6. If the background check is not approved for any reason (e.g. common name, social security # typo, recently moved to Oregon) the Human Resources department will be notified via email and will conduct further review.
7. Volunteers will check in/out through the HelpCounter system at the volunteer site whenever volunteering.
8. If a volunteer wishes to be connected to an additional school, the volunteer should contact the office manager of the school who will contact the Human Resources department to initiate the approval process.
9. Background checks for volunteers must be reviewed every five (5) years. When a renewal is due, the volunteer and the school(s) connected to the volunteer will receive a 45 days' notice that renewal is needed.
10. The HelpCounter databases retains all information on approved volunteers.