

Wisconsin School District Implements FileBound to Track and Store Volunteer Applications and Background Checks

After implementing FileBound in several departments across the district including Human Resources, this Wisconsin district expanded FileBound to track and store volunteer applications and background checks, ensuring student safety across all campuses.

Volunteer Applications and Approvals

As states continue to expand laws requiring background checks for volunteers, some schools are wrestling with how to handle the influx of documents, procedures, and processes that go with it. The beginning of the school year is already a busy time and the staff at this Wisconsin district were busy processing applications and paperwork.

Document retention meant file cabinets were crowded and retrieving important volunteer paperwork upon request was often difficult, yet student safety is always paramount.

Going digital meant online submissions for volunteers and instant access for faculty. What's more is all applications are tracked, appropriate departments notified, and the approval process automated. Any subsequent information, like background checks are securely stored with the volunteer's profile.

The Benefits of FileBound

Compliance. Tracked and stored together with the district's human resource files, the district can easily find and maintain volunteer data - right in step with their personnel files. Access can be restricted so that faculty and staff can view the status of a volunteer, but not their personal or restricted information.

Expanded Use of their Current License. This Wisconsin school district was already using FileBound for accounts payables, payroll, onboarding, personnel files, auditing teacher contracts. Expanding it to track volunteer files to meet state mandates just made sense.

Results

- **Enforce** volunteer status and permissions at any time, on any campus
- **Streamlined** the volunteer application and approvals process
- **Improved** compliance and permissioning directives

Universal Access Ensures Safety

Volunteer information and approval status can be accessed on any campus, by permissioned faculty and staff, at any time.

Changes in a volunteer's status are instantly available and enforced, helping to ensure student and faculty safety.