

Frequent Volunteers

BFTS requires that all **frequent volunteers** who have direct or indirect contact with children have a fingerprint check done. The regulations state that "Staff shall supervise all independent contractors, volunteers, chaperons and students in training whenever they are in the presence of the children." If the volunteer has gotten a fingerprint check done then they do not need to directly supervised, although they should not be allowed to be alone with children.

There should not be many – if any – individuals designated as volunteers who need to be credentialed. This could happen if a PVA volunteer is frequently in the building without supervision or if a relative or parent is frequently in a classroom or hallways other than at drop off or pick up time.

6. Students in Training

BFTS requires that all students in training who have direct or indirect contact with children have a fingerprint check done. The regulations state that "Staff shall supervise all independent contractors, volunteers, chaperons and students in training whenever they are in the presence of the children." If the student in training has gotten a fingerprint check done then they do not need to directly supervised, although they should not be allowed to be alone with children.

Many students in training have gotten background checks done for school systems. Unfortunately, these are not recognized by BFTS so the students must have them done again.

Charlie Jones, manage the students in training program. We have done this to simplify the process and to ensure that there is one point person. We would prefer the students visit the Buckhead Campus but Charlie Jones is free to coordinate for them to observe at other campuses.

5 & 6: Frequent Volunteer or College Student in Training – website content

If you are designated as a frequent volunteer or a College Student in Training observing at a Campus, you must complete the following:

1. [Independent Contractor Documentation](#) : we recognize that you are not an independent contractor, however, regulations require that we maintain a separate file for each person in this category.
2. [Completed Satisfactory Georgia criminal background check](#)

The Criminal Background check must have been completed before starting at Suzuki and within the preceding 10 days of when you are starting at Suzuki. Please take this form to the Chamblee Police Station (3518 Broad Street, Chamblee, GA 30341) to get it verified. The Georgia criminal background check must be processed with the purpose code: "W" - Employment with Children. If you have a satisfactory fingerprinting determination letter from BFTS which has a date within the last 12 months, you do not need to do this.

3. [Completed Notarized Fingerprint Verification forms](#)

Follow the directions on this form. The completed form must be submitted to The Suzuki School within 10 days of starting at the school. To be considered a completed form, you will need to register on line with Cogent, pay a fee, go to Cogent, get it notarized and return the form to Suzuki to be mailed to BFTS. It can take up to 3 weeks for it to get returned, so leave time!

Once you have completed the requisite Criminal Background Check, the Independent Contractor Documentation, please mail them to the attention of Charlie Jones, 443 E. Paces Ferry Road, Atlanta, GA 30305, or fax to 404 306 3617. **Please note that you cannot work at the Suzuki School until this information has been provided.** After you have submitted this information, please complete the attached form so that we know to expect this information via fax or mail.

Once you have submitted the paperwork, contact the Buckhead Campus at 404 869 1042 to schedule an Orientation Session.

4. Signed Documentation of Orientation: this is done on premise with a Suzuki representative.

- How to sign in/sign out
- Training on health, safety, and accident reporting

7. Substitutes from Temp Agencies:

Substitutes from Temp Agencies must be credentialed. Substitutes from temp agencies come to Suzuki with the criminal record check done, but still require BFTS orientation, and an Independent Contractor Form completed before entering our classrooms.

Establishment of a new relationship with a substitute from temp agencies:

When a person on the Suzuki staff establishes a relationship with a substitute from a temporary staffing agency, they must be credentialed.

Credentialing of substitute from temp agencies:

The temp agency is responsible for credentialing of the substitutes before they come on premise. Once this has occurred and we have gotten the paperwork, the sub is added to a published list of credentialed substitutes.

On premise visits by substitutes:

All substitutes from temp agencies working at Suzuki must sign in at the front desk and wear the Suzuki name badge. The Front Desk Staff is responsible for ensuring that this happens.

Substitutes hired from Temp Agencies – website content

If you are a substitute from a temp agencies you must complete the following steps:

- [1. Independent Contractor Documentation](#)**
- [2. Completed Satisfactory Georgia criminal background check](#)**

The Criminal Background check must have been completed before starting at Suzuki and within the preceding 10 days of when you start working at Suzuki. The Georgia criminal background check must be processed with the purpose code: "W" - Employment with Children. If you have a satisfactory fingerprinting determination letter from BFTS which has a date within the last 12 months, you do not need to do this.

- [3. Completed Notarized Fingerprint Verification forms](#)**

You must present a satisfactory determination letter from BFTS regarding your fingerprints. If they are still being processed by BFTS, we will need independent verification from the agency that they were submitted within the required timeframe.

Once you have presented the requisite Criminal Background Checks and the Independent Contractor Documentation you are eligible to substitute at Suzuki.

- [4. W9 - Request Taxpayer Identification](#)**

We are required to submit a W-9 at year end for independent contractors who earn more than \$600. Therefore, we require that these are completed at the start of working with the school.