

**Necessary paperwork to be completed by Summit Volunteers
“supervising students” as required by the State and the
Summit Board of Education: (PRIVATE PRINT)**

**Please read all information below before scheduling your
appointment and completing the required paperwork.**

1. Criminal History Record Check - \$10 via ePayment:
<http://www.nj.gov/education/educators/crimhist/>. **Click on New
Administration Fee Request. Click on link #1. When completing
the Applicant Authorization and Certification Form New
Administration Fee Payment Request, the Job Category Selection
is: VOLUNTEER.** Methods of payment are Visa, MasterCard,
American Express or Discover credit cards. ***You must provide the
Board Office with a copy of your confirmation of payment.***
1. Be fingerprinted (see attached paperwork) - your cost \$26.00. This may be
**paid electronically to MorphoTrak or by money order. No other method
of payment will be accepted. Once you are printed, you must bring your
MorphoTrak form with receipt back to the Board Office.**
2. Complete “In Case of Emergency” form.

***The Criminal History Review Unit will send your criminal history
clearance letter directly to your home. The Board Office does not receive a
copy. Upon receipt, please provide a clear hard copy (showing the center
seal) of your criminal history clearance letter to the Board Office.***

The above paperwork must be completed prior to volunteering.

**Please return all documents to Valerie Bampe at the Board
Office, 14 Beekman Terrace. Should you have any questions,
please call Valerie at (908) 918-2100, ext. 3208.**