



We love volunteers at Spectrum! The state requires all volunteers to have a Live Scan background check on file with the school. Here is how it works:

- 1) Visit your campus's front office staff. They'll give you an authorization form.
- 2) Schedule an appointment at any location of Y.U.P. fingerprinting.  
[yupfingerprinting.com](http://yupfingerprinting.com)
- 3) You take the form and your ID to your appointment. Tell them to bill Spectrum Academy for the fingerprinting. They will run your fingerprints.
- 4) Once the fingerprinting is complete, inform Britnee Norlem via email ([bnorlem@spectrumcharter.org](mailto:bnorlem@spectrumcharter.org)) so she can watch for it. She'll notify you once you are cleared to volunteer. This could take up to 5 days.
- 5) Before you start volunteering, you will also need to sign our Volunteer Code of Conduct agreement. This will be given to you at the office.

That's it, you're done! You only need to do this once for the entire time you have students at Spectrum.



North Salt Lake • Elementary School • 575 Cutler Drive • North Salt Lake, UT 84054 • P 801-936-0318, Option 1  
Fax 801-936-0568 • Secondary School • 665 Cutler Drive • North Salt Lake, UT 84054 • Phone 801-936-0318, Option 2  
Fax 801-936-0568 • CREATE • 35 North Redwood Road • North Salt Lake, Utah 84054 • 801-936-0318 Ext 5002 • Pleasant  
Grove • Elementary, Middle, & High School 867 South 800 West • Pleasant Grove, UT 84062 • Phone 801-785-9019 • F  
801-785-4868 • [www.spectrumcharter.org](http://www.spectrumcharter.org)

## LIVE SCAN FINGERPRINTING AUTHORIZATION FORM

Request for Electronic Application Background Check Billable to Agency

WIN/FBI Check: NFUF

B2022 (Spectrum Academy – WIN/FBI)

\*Reason Fingerprinted must be Utah Statute 53G-11-402 - Volunteer

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant DOB \_\_\_\_\_ Applicant SSN \_\_\_\_\_

Agency Authorization Signature: *Reatha Sandberg*

## Spectrum Academy Volunteer Code of Conduct

It is expected that volunteers shall adhere to the "Spectrum Academy Volunteer Code of Conduct." Volunteers involved in any capacity in the education of young people must represent the highest standards and values of the community. The purpose of this code is to establish ethical standards for the conduct of all volunteers. Following these standards will ensure the highest principles of behavior and uphold the trust vested in us by our community. As volunteers of Spectrum Academy, we assume the responsibility for representing Spectrum Academy in a manner characterized by trust, morality, and ethical principles.

All volunteers shall:

- (1) Treat students, employees, fellow volunteers, and community members with dignity and respect, demonstrating fairness and sensitivity for ethnic, religious, and cultural heritage.
- (2) Promote a safe, nurturing, and positive school environment.
- (3) Establish and maintain open and positive communication with students, employees, and fellow volunteers.
- (4) Maintain confidentiality concerning students, families, and employees, and avoid spreading rumors.
- (5) Address problems and grievances in an appropriate manner, beginning with the person closest to the problem.
- (6) Demonstrate knowledge of and act in accordance with school policies and procedures, as well as legal and contractual standards, responsibilities, and obligations.
- (7) Demonstrate a commitment to learning and growth.
- (8) Dress appropriately.
- (9) Model and promote appropriate language.
- (10) Use facilities and equipment in a manner that protects the resources and property of the school.

I \_\_\_\_\_ have read and understand the Spectrum Academy Volunteer Code of Conduct and agree to abide by its guidelines.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date