

MORA INDEPENDENT SCHOOL DISTRICT

Office of the Superintendent

P.O. BOX 179, HWY. 518 - RANGER DRIVE
MORA, NEW MEXICO 87732
(575)387-3101 FAX (575)387-3111
<http://mora.k12.nm.us>

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Superintendent

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Dear Potential Volunteer:

The Mora Independent School District welcomes and encourages all parents and citizens of Mora and the surrounding areas to volunteer their time in our schools. In order to protect our staff and students, regular volunteers must comply with School Board Policy I-6600 and 6.50.18 NMAC and subsection E of Section 22-29-7, NMSA 1978.

Initially, you must submit the attached forms included in this Volunteer Packet to the Administration Office:

- Volunteer Application
- Notarized Criminal History Affidavit
- Notarized Agreement, Authorization, Waiver, and Release
- Volunteer Pledge
- Minimum one (1) letter of recommendation current within one (1) year

At that point you will be contacted by your prospective supervisor to discuss your application and any duties and expectations. If the supervisor approves of your request to volunteer, you will then need to complete a background check. Visit http://www.cogentid.com/nm/index_bodyNM.htm to register online for your background check. The fee is your responsibility. Complete the registration form using ORI NM920140Z "Teacher Licensure." Although not a required field, be sure to enter your social security number during the registration process. Failure to include the number could result in a processing delay. You will then receive a registration receipt. Take the receipt, a photo ID and your payment if paying with a money order with you to Las Vegas City Schools, 901 Douglas Ave. in Las Vegas. The site is open M-F 8:00-4:30pm. An alternate fingerprinting site is the New Mexico Behavioral Health Institute (NMBHI), 3695 Hot Springs Blvd. in Las Vegas. Directions are available on the registration site. I suggest calling ahead to make sure the site is open, Las Vegas City Schools (505)454-5702 and NMBHI (505)454-2100.

Those persons wishing to volunteer as coaches must also abide by the Volunteer Coaches Policy requiring the following:

- Application for New Mexico Licensure submitted with a cashier's check or money order for \$35.00 payable to NMPED for your license.
- NMPED issues a one-year temporary license in which time you will have to complete the NMAA Fundamentals of Coaching Online Program. Upon completion, you are required to bring in a copy of your NMAA Certificate. The certificate will then be sent to NMPED who will then post a regular coaching license.
- Receive, read and understand the Mora Independent School District "Athletic and Activities Code of Conduct"
- Certification in First Aid and CPR is preferred.

Return all forms to the Administration Office for processing. Upon completion of all of the above, you will be notified when you are approved to begin your volunteer assignment subject to the policies and procedures of the Mora Independent School District.

Sincerely,

Ella Arellano
Superintendent