



Dear Volunteers,

All Volunteers, whether volunteering for a one-time event or multiple-events, must complete the Volunteer Agreement.

To set up your fingerprint appointment, here is the link to the fingerprint instructions for a [new applicant](#). When you get to the job category use “**OTHER**” which will allow you to be covered to volunteer for multiple events, for the entire time your child(ren) are in this school district. **IF YOU USE “VOLUNTEER”** that is for a one-time only event, and if you want to volunteer for other events or class trips that require fingerprinting, you will need to be re-fingerprinted.

If you have previously had your fingerprints done to volunteer in the school, and you are not sure what job category you used, or if you don’t remember if you had fingerprints done, just use the following link to pull up your previous approval and it will have the job category you chose. If nothing comes up, that means you did not have them done: <https://homeroom6.doe.state.nj.us/chrs/app-emp-history>

Here is some additional information you will need when filling out the New Applicant fingerprint application:

1. County Code is: 25 Monmouth
2. District Code for Rumson Borough is: 4570
3. Contributors Code for Rumson is: 254570
4. Service Code: Public School Employment – 2F1FB1

If you have any questions or concerns, please contact Denise Muzyka, Administrative Assistant to the Superintendent at 732-842-4747 or dmuzyka@rumsonschool.org.

Thank you again for your consideration and patience.

Sincerely,

John E. Bormann

John E. Bormann, Ed. D
Superintendent of Schools

JEB/dm