

Appeal Process for Denial of Volunteer Application

If you receive a denial from our volunteer program, there is an appeal process.

Step 1: You will need to send a letter to the Volunteer Coordinator stating your reasons for seeking reconsideration. You may provide additional documentation that would clarify items that have been revealed on your background check. This letter can be email to volunteering@universitieschools.com or mailed to University Schools Volunteer Coordinator, 6525 W 18th Street, Greeley, CO 80634. This letter must be received by University Schools within 10 days of receipt of the denial letter.

Step 2: Once the letter is received by our volunteer coordinator, a meeting will be scheduled with appropriate school officials to discuss the reasons for the denial.

Step 3: You must attend this meeting to answer questions and provide documentation that supports your request for reconsideration.

Following the meeting, you will be notified in writing of the final decision within 10 days. If the denial is upheld, you will not be eligible to reapply for a volunteer position in the district for one calendar year.