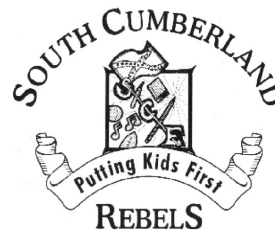


FOR OFFICE USE

Approval Date: _____ Location _____

Background Check Date: _____



South Cumberland Elementary School Volunteer Application Form

Thank you for your interest in volunteering with Cumberland County School System. Please return your completed form to your school.

Volunteers play a vital role in the communities of our schools across Cumberland County. All volunteer applications are reviewed with consideration of current volunteer opportunities. Your completed form will be held securely and confidentially. Only authorized staff will have access to your information.

BOE Policy 4.501 School Volunteers and BOE Policy 5.118 Criminal Background Checks

Personal Details

Name: _____ Mr. ☐ Mrs. ☐ Miss. ☐ Ms. ☐ Dr. ☐

Resident Address: _____

County: _____

Telephone: (Home) _____

(Mobile) _____

E-Mail: _____

Birth-date: _____
Day / Month / Year

If you are involved with us as a volunteer and an emergency arises, whom should we contact?

Name: _____ Relationship: _____

Telephone: (Home) _____ (Mobile) _____

Equal Opportunities

Cumberland County Schools are committed to equal opportunities and all volunteer recruitment decisions will be based on merit, suitability for the role and experience. All volunteer recruitment decisions will not be influenced by race, color, nationality, religion, sex, marital status, family status, sexual orientation, disability, or age. Cumberland County Schools fully endorses a working environment free from discrimination and harassment.

Cumberland County Schools are committed to standards of excellence in Child Protection practices. Where your volunteer role may have direct contact with children, you will be required to complete a Background Check, which will be processed by the Tennessee Bureau of Investigation, the Sex Offender Registry and other agencies as required. Please complete the question below.

Have you ever been convicted of a felony or criminal offense in the State of Tennessee or elsewhere?
Yes ☐ No ☐

If you checked yes to prior convictions, please provide details below

Your Skills and Interests

1. Have you ever done any volunteer work before for Cumberland County Schools? Yes ☐ No ☐

If you answered yes, please tell us a little about the experience.

2. Educational background or special skills that you could use in volunteer work.

3. Do you have any specific interest or events that you wish to volunteer for?

4. Do you have children enrolled in Cumberland County Schools? Yes ☐ No ☐

5. Do you have CPR/First Aid Certification? Yes ☐ Expiration date: _____ No ☐

6. When are you available for volunteer work? ☐ Totally Flexible

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

7. Have you ever been fingerprinted in order to volunteer for Cumberland County Schools?

Yes ☐ Date Fingerprinted: _____ No ☐
Month/Year

8. Please indicate what kind of volunteer work interests you?
(See volunteer categories listed below.)

- ☐ Level I: Regular Volunteer: Application Only
☐ Level II: Unsupervised Volunteer: Application/Background Check
☐ Level III: Non-Faculty Coach and Non-Faculty Paid Clubs/Other: Application/ Background Check

Level I: Regular Volunteer: Volunteer activity with student contact taking place under constant supervision by a CCBOE employee requires completion of a volunteer application and BOE approval. Examples would be: School Fairs, field days, book fairs, room parents, class readers, front door reception, front office volunteers, day time field trips (with other school employees supervising), ad athletic concessions.

Level II: Unsupervised Volunteers: Volunteer activity that involves potential unsupervised contact with students on or off campus **requires the completion of a volunteer application, a criminal background & fingerprint check and a confidentiality agreement acknowledging FERPA requirements**. The cost of fingerprinting for volunteers must be borne by the volunteers, PTO or booster club. Examples would be: One on one tutoring, PreK Classroom volunteers, overnight field trip chaperones, group leaders/ chaperones for day time field trips out of the presence of a CCBOE employee.

Level III: Non-Faculty Coaches (Paid or unpaid) and Non-Faculty Clubs/Other: Volunteers who are to hold positions on the supplemented employment list **requires the completion of a volunteer application, a criminal background & fingerprint check and confidentiality agreement acknowledging FERPA requirements**. The cost of fingerprinting for volunteers must be borne by the volunteers, PTO or booster club. Examples would be: Athletic Coaches that are not CCBOE employees, paid sponsors for clubs, and other supplemental pay positions.

Background Checks

Volunteers whose prior history, including but not limited to criminal history, demonstrates a risk to safety or well-being of students will be denied participation in volunteer activities involving students. Conditions for denial may include but not be limited to the following:

- Appearance on any sex offender registry
- Conviction of/pleading no contest/pretrial diversion of any felony
- Conviction of/pleading no contest/pretrial diversion of any misdemeanor that indicates a volunteer may pose a threat to the integrity or safety of the school environment.
- Conviction of/pleading no contest /pretrial diversion of DUI, Reckless Driving, or other related offenses for volunteer drivers
- A pattern of criminal charges that cause concern that the volunteer may pose a threat to the integrity or safety of the school environment.
- An administrator's determination that the volunteer's behavior renders that volunteer's participation in the activity to be inappropriate.

Volunteers subject to the application process or the criminal background/fingerprinting process described above shall immediately notify a school administrator upon any arrest. Upon notification, if the volunteer wishes to continue participation as a volunteer, the volunteer's participation shall be reviewed under the standards described above.

References

1.

Name: _____ Relationship: _____

Place of Work: _____ Position: _____
(If applicable)

Telephone: (Home) _____ (Mobile) _____

E-Mail: _____

2.

Name: _____ Relationship: _____

Place of Work: _____ Position: _____
(If applicable)

Telephone: (Home) _____ (Mobile) _____

E-Mail: _____

If you have any queries when completing this application form, please phone **(School phone number here)**. If you would like to find out more about *Cumberland County Schools* log onto our website www.ccschools.k12tn.net

I declare that the information I have provided is true. I understand that I must comply with all school and district rules and policies.

Signed _____ Date _____

Instructions for filing completed application:

1. **Volunteers** are to return the completed form, along with the receipt verifying time/date/transaction number of required background check and waiver for Volunteer Level II and III **directly to the school**. You will be notified once all verification is obtained.

For office use only**Volunteer Level Approved:**

- ☐ Level I: Regular Volunteer: Application Only
☐ Level II: Unsupervised Volunteer: Application/Background Check
☐ Level III: Non- Faculty Coach and Non-Faculty Paid Clubs/Other: Application/ Background Check

Location: _____ Start Date: _____

Principal Review: _____ Date: _____

SRO Review: _____ Date: _____

HR Approval (Background Check): _____ Date: _____

BOE Approval: _____ Date: _____

1. **Principals:** Will review application, check references, submit volunteer requests to BOE for approval on the Volunteer Approval Request Form. Level II and Level III requests must be submitted with the entire volunteer packet with request for BOE approval.
2. **HR:** Will confirm background checks for those volunteers applying for Level II and Level III and will sign off on the volunteer packet prior to BOE approval.
3. **Superintendent's Office:** Will prepare list to be presented to BOE for approval and return Level II and III applicant packets to the building.