

<b>CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY</b>	<b><u>PERSONNEL</u> Volunteers</b>	<b>792</b>
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## **Volunteer Opportunities**

Caswell County Schools is aware of the value of community involvement through the use of volunteers in the school system and the important role that volunteers play in making our schools a success. In order to assure a safe environment for our students, individuals must be approved by the school system before being allowed to serve.

All volunteers will be asked to complete an application and a volunteer profile sheet. Once an individual is approved to volunteer, he/she will receive a badge at his/her respective school.

Individuals can be approved at two different levels (i.e., Level I or Level II). The level of volunteer screening will increase as a volunteer's contact with student's increases and the degree of staff supervision decreases.

### **There are two levels:**

Level I- only requires the signature of the school principal and is intended for activities that do not involve supervision of students, such as but not limited to, resource speaker, clerical work, outdoor projects, classroom assistant: copying and making materials, PTA/PTSO fundraisers/activities, athletic concessions, field day volunteer, school fair, and test proctor, etc. This level allows individuals to work in the presence of staff members or other approved adults.

Level II- requires a criminal records background check and the Superintendent's approval. This level is intended for individuals who may be involved in supervising students, such as but not limited to, PTA/PTSO officers, tutors, mentors, field trip chaperones or dance chaperones, volunteer coaches, Book Fair coordinator and/or media assistant, reading a book with a student, and club sponsors, etc.

All continuing volunteers approved for the 2014-2015 school year **MUST** complete/update their volunteer profile and complete a criminal background check, contingent of the volunteer level, by October 31, 2015.

Any new volunteers must complete the appropriate documents and must be approved before volunteering with students.

### **District Expectations:**

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- The Principal must coordinate and oversee the volunteer program, including reasonable supervision of all volunteers by school system employee(s) and participate in one school site orientation;
- An application and profile sheet must be submitted 15 calendar days prior to volunteering with students.
- Principal will have an opportunity to approve person(s) volunteering in the school;
- Adequate screening, including a criminal background check, which is valid for a period of three calendar years, of all Level II volunteers shall be completed before a volunteer is assigned a task in a school;
- Orientation and training for all volunteers must be held prior to a person(s) volunteering in a school. Orientation and training will be provided by the principal or designee.
- Volunteers must sign in the school office upon arrival to the school and sign out when leaving the school. A log of volunteers and their respective activities will be maintained at each school and shared regularly with the director of human resources and/or designee.
- Volunteers are required to have a criminal background check to accompany students on field trips;
- Volunteers are not to transport students or their families in private vehicles;
- Volunteers are expected to respect and maintain the confidentiality of information about students, staff, other parents, and the school community;
- All volunteer coaches must have a criminal background check prior to coaching;
- Volunteers must be professionally dressed and exhibit professional conduct;
- Superintendent and/or principal reserves the right to not approve a volunteer for services or to terminate a volunteer at any time.

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**Volunteer Profile Sheet**

(Application and profile sheet must be submitted 15 calendar days prior to volunteering with students).

First Name: \_\_\_\_\_ Last Name \_\_\_\_\_

Email: \_\_\_\_\_

School(s): \_\_\_\_\_

Requested Volunteer Level (circle one): Level I or Level II

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Children's Names: \_\_\_\_\_

How many hours per week can you contribute? \_\_\_\_\_

Please circle days available: Mon. / Tues. / Wed. / Thur. / Fri. / Sat.

Please indicate any previous work experience as a Volunteer in other organizations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Briefly describe why you offered to volunteer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am interested in being a volunteer for: \_\_\_\_\_

\_\_\_\_\_

Information for Criminal Background Check (separate form provided)  
School System Application (separate form online or paper copy)

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date: \_\_\_\_\_

EDWARDS & ASSOCIATES LLC  
P.O. BOX 805  
MOUNT AIRY, N.C. 27030  
PHONE: 336-786-1962  
FAX: 336-789-6779  
Email: [edwardsassoc@surry.net](mailto:edwardsassoc@surry.net)

Full Name (including maiden) \_\_\_\_\_

Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driving License: State: \_\_\_\_\_ Number: \_\_\_\_\_

Please check one of the following:

I have **not been charged or convicted** of a misdemeanor or felony within the past 20 years

**I have been charged or convicted** of a misdemeanor or felony within the past 20 years.

Please indicate the date, location, charges and disposition of all cases. Failure to do so may be legitimate reason to terminated employment:

Signature: \_\_\_\_\_

I hereby authorize Edwards & Associates for Caswell County Schools to conduct a comprehensive review of my background which may include a consumer report, MVR, criminal history and other reports as deemed necessary by Caswell County. I understand that the scope of the consumer report/investigative consumer report may include but is not limited to verification of social security number; current and previous addresses; employment history; education; character references; criminal history for all jurisdictions; motor vehicle records; and all other public documents required. I further authorize any individual, company, firm, corporation or public agency to divulge any and all information, verbal or written, pertaining to me to EDWARDS & ASSOCIATES, for Caswell County Schools and its agents.

I hereby release Edwards & Associates, and its agents, officials, representatives or assigned agencies, including officers, employees or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time result to me, my heirs, family, or associates because of compliance with this authorization and request release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Caswell County Schools

## Non-Certified Application

### APPLICATION FOR \_\_\_\_\_

Name \_\_\_\_\_  
 (Last) (First) (Middle) (Maiden)

Address \_\_\_\_\_  
 (Street) (City) (State) (Zip)

Social Security Number \_\_\_\_\_ Telephone \_\_\_\_\_  
 Last Four Numbers

**Education:**

Level of Education	Name of School or University	State	Field of Study	Type of Degree	Year of Graduation	Dates of Attendance	
						From	To
High School							
College							

Have you completed Effective Teacher Training? Yes\_\_ No\_\_  
 If yes, attach a copy of the ETT Certificate.

Are you a licensed teacher? Yes\_\_ No\_\_

If yes, grade level \_\_\_\_\_ Certificate Area \_\_\_\_\_  
 Attach a copy of your teaching license for pay purposes.

**Work Experience (List Chronologically)**

Employer	City/County	State	Kind of Work	Dates of Employment	Supervisor's Name and Phone #

**References**

It is the applicant's responsibility to have the following information provided for the school system in order to be considered for employment: 3 Letters of Reference Required.

Name of Reference	Position/Relationship	Complete Mailing Address	Phone Number Work	Phone Number Home
1.				
2.				
3.				

**Additional Information**

Please use all or part of the space below to give, in your own handwriting, whatever additional information you would like to share about yourself. This information could be a short autobiography, additional information regarding your cultural and educational background, your preparation, experience, interests and hobbies, plans, recreational activities, travel, or experiences with children in church, community, camp, or other activities. Please feel free to elaborate on information already given elsewhere in this application.

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The undersigned applicant/employee hereby expressly authorizes the Caswell County Board of Education, its agents, and its employees to make an investigation of my personal or employment history, expressly including, but not limited to federal and/or state criminal, law enforcement, or traffic records. I further authorize any former employer, person, firm, corporation, credit agency, administrative body or governmental agency to give to the Board of Education, its agents, or its employees any information they may have regarding me. In consideration of the review of my employment application by the Board of Education, its members, officers, agents, or its employees, I hereby release the Caswell County Board of Education and any and all providers of information to whom this release is sent, from any liability as a result of furnishing or receiving this information. A copy of this release and consent shall be considered as a duplicate original.

I have read the information contained in the application carefully and certify that the information I have given is correct and complete. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal.

Have you ever been convicted of a crime? Yes\_\_\_ No\_\_\_

If yes, explain each offense \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_

\_\_\_\_\_  
Signature Date