

# WESLEYAN CHRISTIAN ACADEMY

## Volunteer Policy & Background Check Form | 2019-20

- **Purpose:** This policy sets the expectation for a volunteer at Wesleyan Christian Academy (WCA) as a role model for students. A volunteer is a person who serves in a position of trust, leadership and has regular contact with WCA students and parents (e.g. classroom helpers, chaperones, library workers, etc.)
- **Background:** The mission and objectives for WCA are founded upon biblical principles and standards. Therefore, the character of each volunteer is an important issue for us and our families.
- **Background Checks:** A background check is required for all volunteers **who accompany students on WCA sponsored off-campus field trips and WCA sponsored activities outside of normal school hours.** The cost is \$16.00 and is to be paid for by the volunteer. A signed release will be required prior to WCA conducting a background check. Background checks are valid for 3 years; however, this Volunteer Information Form must be completed annually.
- **Policy:** The volunteer will manifest by daily example the highest Christian virtue, serving as a Christian role model (1 Timothy 4:12) both in and out of school to students (Luke 6:40) and to others. Christian influence is demonstrated by word, deed, example, and shared experiences. Therefore, the volunteer is expected to be a role model in judgment, dignity, respect and Christian living.

	Visitors	Required Procedure
	Family members/former students/ministers who are visiting with students during lunch.	1. Check-in at the Main Academy Office and receive a Visitor's tag.

Level	Volunteer Capacity	Required Items
Level One	<ul style="list-style-type: none"> <li>- Assisting teachers in clerical situations.</li> <li>- Assisting students in the classroom with teacher supervision.</li> </ul>	1. Volunteer Information Form
Level Two	<ul style="list-style-type: none"> <li>- Chaperoning/supervising students on WCA sponsored off-campus field trips.</li> <li>- Chaperoning/supervising students at WCA sponsored events outside of normal school hours.</li> </ul>	1. Volunteer Information Form <b>2. Background Check</b>
Level Three	<ul style="list-style-type: none"> <li>- Transporting students by school bus or personal vehicle.</li> </ul>	1. Volunteer Information Form <b>2. Background Check</b> 3. Volunteer Driver Application is required if using personal vehicles to transport students.

### Volunteer Information

Name: \_\_\_\_\_  

FIRST
MIDDLE
LAST

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

STREET
CITY
ZIP

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

HOME
MOBILE
EMAIL ADDRESS

- OVER -

**Names of Student or Children attending Wesleyan Christian Academy (if applicable):**

STUDENT NAME	GRADE	STUDENT NAME	GRADE
STUDENT NAME	GRADE	STUDENT NAME	GRADE

Relationship to students or children listed above: \_\_\_\_\_

Have you ever been charged with a criminal offense?  Yes  No

Have you ever been charged with child abuse or sexual abuse or been involved in any activities related to molesting or abusing children/youth?  Yes  No

I certify that all the information provided on this form is true and complete. I understand that any false information or omission may disqualify me from further consideration, and may result in my removal if discovered at a later date. I further agree that I have read and agree to abide by the Wesleyan Christian Academy Volunteer Policy.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

FIRST MIDDLE LAST

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

### Volunteer Background Check

To be completed by level two and three volunteers. Please allow 4-5 business days for processing and make checks payable to **Wesleyan Christian Academy** in the amount of \$16.00.

Last Name	Legal First Name	Middle Name	
Current Address	City, ST, ZIP	County	How Long?
Social Security #	Date of Birth	Gender <input type="radio"/> Male <input type="radio"/> Female	

I, \_\_\_\_\_, as a Level 2 or Level 3 Volunteer, hereby authorize Wesleyan Christian Academy and/or its agents to make an independent investigation of my background, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Volunteer Information Form and/or obtaining other information which may be material to my qualifications for volunteering now and, if applicable, during the tenure of volunteering for Wesleyan Christian Academy.

I release Wesleyan Christian Academy and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, and lawsuits in regards to the information obtained from any and all above-referenced sources used.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Volunteer (for Background Check only): \_\_\_\_\_