

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"> - Assisting teachers in clerical situations. - Assisting students in the classroom with teacher supervision. 	1. Volunteer Information Form
Level Two	<ul style="list-style-type: none"> - Chaperoning/supervising students on WCA sponsored off-campus field trips. - Chaperoning/supervising students at WCA sponsored events outside of normal school hours. 	1. Volunteer Information Form 2. Background Check
Level Three	<ul style="list-style-type: none"> - Transporting students by school bus or personal vehicle. 	1. Volunteer Information Form 2. Background Check 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 -

