



GULF SHORES
CITY SCHOOLS

VOLUNTEER APPLICATION INSTRUCTIONS

Gulf Shores City Schools accepts volunteer applications at our Board Office located at 300 E. 16th Avenue Gulf Shores, AL 36542. You must be 21 years or older and successfully obtain background clearance through the Alabama State Department of Education to be eligible. If you have questions or concerns about the application process, please contact the HR Department at 251-968-9859.

Before you proceed with the application you must follow the instructions below and complete your background check.

If you have previously completed a background check for a public school system in Alabama, please contact the HR Department at 251-968-9859 to confirm if your existing background clearance is current.

Each applicant will need the following to complete the registration process successfully:

- A computer, tablet, or smartphone with internet access
- A valid email account
- Established AIM account
- ALSDE ID#
- Fee of \$46.20 paid by Debit card, credit card, or PayPal Account (Prepaid debit cards or credit cards are acceptable)
- Ability to provide their commonly known personal information (SSN, DOB, DL#, Height, Weight, etc.)

To register to complete the required background check, please see instructions below:

Applicants must follow the required sequence below. If you do not, you will not be able to complete the process successfully.

Step 1: Create an AIM Account <https://aim.alsde.edu>

Step 2: Complete Background Check Registration in AIM

Step 3: Create Fieldprint Account

Step 4: Complete authorization forms, schedule appointment, and fee payment

Step 5: Report for fingerprint appointment

Attached are two documents that will assist you in understanding the process to register for your background check.

Document 1: **[Creating an AIM Account](#)**

Document 2: **[Registering for a Criminal History Background Check with Fieldprint](#)**

The following documents and forms must be completed and returned:

- Volunteer Application
- Copy of Drivers' License or other government issued photo ID
- Safe Schools Acknowledgement
- Tuberculosis Statement

STATE OF NONDISCRIMINATION:

The Gulf Shores City Schools does not discriminate on the basis of race, age, color, religion, national origin, sex, genetic information or physical or mental disability in admission to, access to, treatment in or employment in its programs and activities. Gulf Shores City School System also provides equal access to the Boy Scouts and other designated youth groups. This district complies with all federal and state laws and regulations regarding discrimination.

Employment-related inquires and/or grievances should be directed to the Chief School Financial Officer or to the Superintendent at 300 East 16th Avenue, Gulf Shores, AL 36542.



GULF SHORES
CITY SCHOOLS

VOLUNTEER APPLICATION

Personal Information

Name _____
Last First Middle Maiden Suffix

Mailing Address _____
Street City State Zip

Telephone _____ Alt.Telephone _____ Email Address _____

DATA FOR AFFIRMATIVE ACTION (optional) Date of Birth: _____ Sex: Male ___ Female ___

Ethnicity: White Black Non-Hispanic Hispanic
 Asian/Pacific Islander American/Alaskan Native

VOLUNTEER INTEREST: _____

<p>Additional Information: Have you ever been convicted of or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation? Yes ___ No ___ If you answer yes, please provide details of conviction including date and place of conviction. A yes answer will not automatically result in a non-issuance but may result in a request for additional information.</p>
Date of Conviction:
Place of Conviction:
Details of Conviction:

Agreement:

I hereby certify that the above information to the best of my knowledge is true, accurate and complete. Any misrepresentation or willful omission of the facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the Gulf Shores City School System, which reserves the right to accept or reject it. I further agree to observe all rules, regulations and policies of the district. I hereby authorize the district to conduct work history, personal references or police record inquiries to determine my acceptability for volunteering.

Signature

Date

**GULF SHORES CITY BOARD OF EDUCATION SAFE SCHOOLS POLICIES
INFORMATION ON THE DRUG-FREE WORKPLACE ACT OF 1988
PROHIBITION OF FIREARMS & WEAPONS**

This form is provided to all employees to promote an awareness of the legislation and Gulf Shores City Board of Education regulations dealing with Safe Schools drug/alcohol-free workplace.

The Drug Free Workplace Act of 1988

The Drug-Free Workplace Act of 1988 is part of Public Law 100-690, which is designed to deal comprehensively with the nation's problem of drug abuse. The Act, which became effective March 18, 1989, requires that contractors and grantees of federal agencies certify that they will provide a drug-free workplace. Each federal grantee is required to make such a certification before receiving a contract or grant from a federal agency. The penalty to the Board of Education for noncompliance can be as severe as the loss of federal grants for a period of five years. The requirements of the Act affect the Board of Education in that the Board is a federal grantee receiving direct funds for the programs such as Chapter I, Chapter II, Drug-Free Schools and Communities, Vocational Education, Handicapped Early Education, Dropout Preventions, and others.

The use, possession, or distribution of drugs or alcohol, and/or being under the influence of drugs or alcohol in the workplace is a violation of Board policy. These prohibited activities adversely affect health, safety, and productivity, as well as public confidence and trust. Drug or alcohol use in the workplace interferes with the ability of workers to meet satisfactorily the requirements of their jobs. It reduces the employee's dependability, efficiency, and safe performance of job responsibilities and can negatively affect an entire organization.

4.2.1 Prohibition on the Possession of Firearms

The possession of a firearm in a school building, on school grounds, on Board property, on school buses, or school-sponsored functions is prohibited except for authorized law enforcement personnel and as provided by law. For purposes of this policy, the term "firearm" has the same definition as is found in 18 U.S.C. 921.

- a. Penalties for Violations – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of firearms:
 1. Students who violate the tobacco prohibition will be disciplined in accordance with the Board's Code of Student Conduct.
 2. Employees will be subject to adverse personnel action which may include termination.
 3. Other persons will be denied reentry to school property.
- b. Notification of Law Enforcement – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal or designee of violations of this policy. [Reference: ALA. Code §§16-1-24.1, 24.3 (1975); ALA. Admin. Code 290-3-1-.02; Federal Gun Free Schools Act, 20 U.S.C. 7151; Federal Gun Free School Zone Act of 1995, 18 U.S.C. §§922(q)]

4.2.2 Prohibition on the Possession of Weapons

The possession of a deadly weapon or dangerous instrument in a school building, on school grounds, on school property, on school buses, or while attending any Board sponsored or sanctioned event, program, activity, or function is prohibited except for authorized law enforcement personnel. For purposes of this policy, the terms "deadly weapon" and "dangerous instruments" include but are not limited to explosives, incendiary devices, projectiles, knives with a blade length of more than two (2) inches, archery equipment, devices designed to expel projectiles at a high rate of speed, any device so classified under state or federal law, and any device either used or intended to be used in such manner as to inflict bodily harm, provided that the terms "deadly weapon" and "dangerous instruments" will exclude, to the extent permitted by law, devices and equipment that are used for the purpose of and in connection with school or Board sanctioned educational, team, or competitive activities.

4.2.3 Illegal Drugs and Alcohol

The use, possession, distribution, and sale of alcohol and the illegal use, possession, distribution, and sale of drugs in a school building, on school grounds, on Board property, on school buses, or at school sponsored functions is prohibited.

- A. Penalties for Violations – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of illegal drugs or alcohol:
 - 1. Students who violate the tobacco prohibition will be disciplined in accordance with the Board’s Code of Student Conduct.
 - 2. Employees will be subject to adverse personnel action which may include termination.
 - 3. Other persons will be denied reentry to school property.
- B. Notification of Law Enforcement – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal or designee of violations of this policy.

4.2.4 Tobacco

The use of tobacco products and the illegal possession, distribution, and sale of tobacco products on school property is prohibited. These prohibitions also apply to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes, and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation.

- A. Penalties for Violations
 - 1. Students who violate the tobacco prohibition will be disciplined in accordance with the Board’s Code of Student Conduct.
 - 2. Employees will be subject to adverse personnel action which may include termination.
 - 3. Other persons will be denied reentry to school property.

Parental Notification – Parents and/or guardians may be notified of actual or suspected violations of the tobacco prohibition whether the student is charged with a violation of Board policy, which includes the Code of Student Conduct. [Reference: ALA. Code §§16-1-24.1 (1975); ALA. Admin. Code §§290-3-1-, 02(l)(b)]

4.2.5 Searches

Law enforcement agencies are permitted to make periodic visits to all schools and school board property and school related events to detect the presence of illegal drugs or weapons and may use any lawful means at their disposal to detect the presence of such substances. The visits will be unannounced to anyone except the Superintendent or designee and principal.

[Reference: ALA. Code §§16-1-24.1 (1975); ALA. Admin. Code §§2903- 1-.02 (l)(b)]

Policy 4.2.6 Drug and Alcohol-Free Environment

All students, employees, volunteers, parents, visitors, and other persons are prohibited from possessing, using, consuming, manufacturing, or distributing illegal controlled substances and alcohol while on Board property or while attending any Board sponsored or sanctioned event, program, activity or function. Persons who are intoxicated or impaired by the use, consumption, or ingestion of any illegal controlled substance or alcohol are not permitted to be on school property, or to attend or participate in any Board sponsored or sanctioned event, program, activity, or function. [Reference: ALA. Code §§16.1.24.1, 25-5-330(1975)]

4.2.7 Adoption of Statutory Penalties and Consequences

Persons who violate the Board's prohibition of firearms, weapons, illegal drugs, or alcohol will be subject to all notification, referral, suspension, placement, readmission, and other provision set forth in ALA. Code §§16-1-24.1 and 24.3 (1975).

**ACKNOWLEDGMENT OF RECEIPT
GULF SHORES CITY BOARD OF EDUCATION SAFE SCHOOLS POLICY
INFORMATION ON THE DRUG-FREE WORKPLACE ACT OF 1988 (P.L. 100-690)
&
PROHIBITION OF POSSESSION OF FIREARMS & WEAPONS**

I, _____, an employee of the Gulf Shores City Board of Education, hereby certify that I have received a copy of the Board's Safe Schools policies regarding the maintenance of a drug and alcohol-free workplace as well as prohibition of possession of weapons and/or firearms. I realize that the manufacture, distribution, possession, or use of a controlled substance is prohibited on the Board's premises and violation of this policy can subject me to disciplinary action, including termination of employment. I realize that as a condition of employment by the Board, a federal grantee, I must abide by the terms of this policy and will notify the Gulf Shores City Board of Education of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction. I understand that the use of drugs or alcohol and/or being under the influence of drugs or alcohol in the workplace is strictly prohibited by the rules of the Board of Education and that the penalty for violations may include termination of employment. I also understand that persons who violate the Board's prohibition of firearms, weapons, illegal drugs, or alcohol will be subject to all notification, referral, suspension, placement, readmission, and other provision set forth in ALA. Code §§16-1-24.1 and 24.3 (1975).

SIGNATURE

DATE

TUBERCULOSIS STATEMENT

Do you currently have infectious tuberculosis? _____ **YES** _____ **NO**

Have you ever had infectious tuberculosis? _____ **YES** _____ **NO**

By signing below, you are certifying the above information is true, accurate, and complete to the best of your knowledge.

SIGNATURE

DATE