

**MEMORANDUM**

**TO:** Associates

**FROM:** W. Rallie Liston, Superintendent

Thank you for your willingness to assist District Four by volunteering your service. We look forward to having you as a member of the team of volunteers as we work together to ensure the success of all District Four students.

It is the goal of District Four to help students become well-rounded, successful members of society by providing them with the best teachers, administrators, facilities, and materials in the safest environment possible. To ensure the safety of the children, it is the policy of Spartanburg School District Four to do background checks on all employees and volunteers. Please complete the information below and return this form to Amy Williams at the District Office. All information submitted will be treated as strictly confidential.

Once again we thank you for your assistance and appreciate your hard work and enthusiasm as we work together to provide the best education possible for our students.

NAME: \_\_\_\_\_  
First Middle Last (Maiden-if applicable)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_-\_\_\_\_-\_\_\_\_

\_\_\_\_ Male      \_\_\_\_ Female

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date