

CCSD Volunteer Application Process

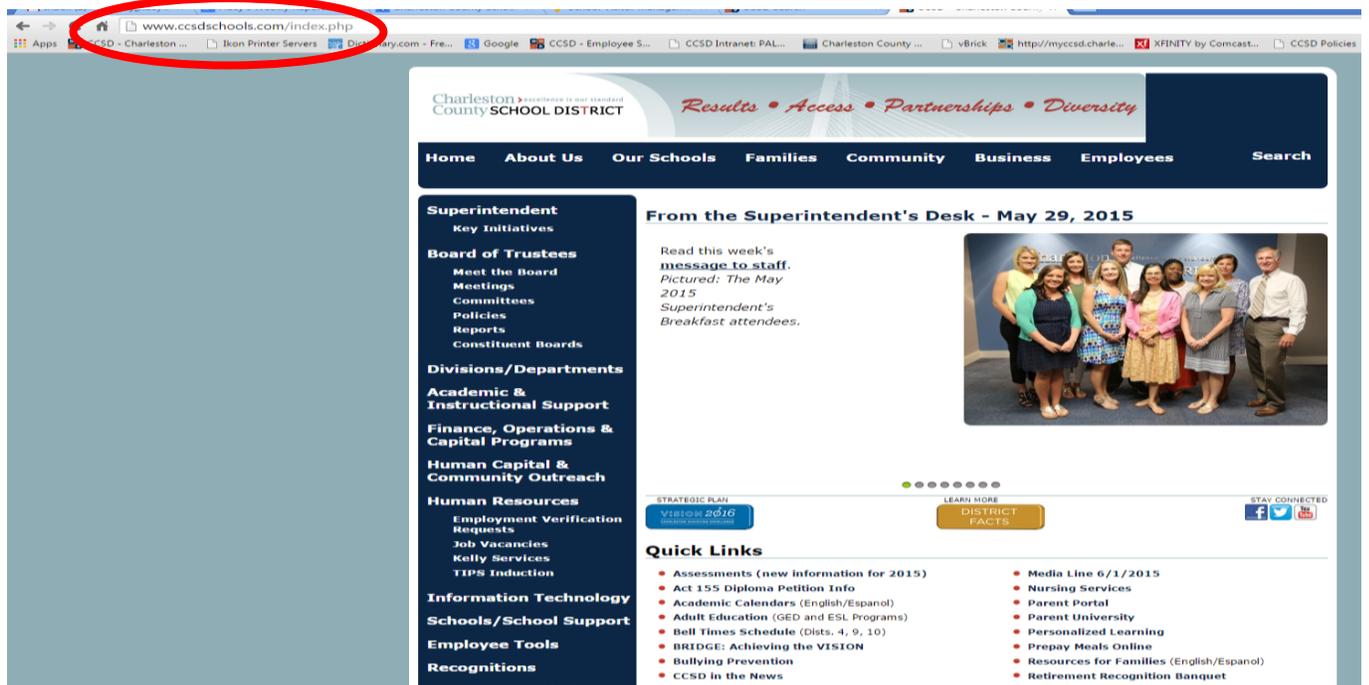
Did you know that CCSD has more than 6,000 volunteers working across the district, all committed to the district's students and schools? CCSD offers numerous opportunities for community members, businesses, faith-based partners, and other organizations to become involved. Volunteer positions include:

- mentoring (with an individual or group of students)
- being a career advocate
- serving as a lunch buddy
- providing tutoring or other academic support during or after school hours
- coaching
- assisting with technology
- being a classroom speaker, assisting a teacher in the classroom, or reading to a class
- helping in a school clinic or attendance/main office
- donating time or resources for special events

In order to be considered for a volunteer position with the Charleston County School District, please click on the link to access and complete the **Volunteer Application**. If you experience difficulties with this link you may copy and paste this web address <http://www.ccsdschools.com/index.php> into your browser and follow the directions below to navigate to the online application.

Here's how to complete a CCSD Volunteer application online.

This link brings you to the CCSD Home page. <http://www.ccsdschools.com/index.php>



The screenshot shows the CCSD Home page. The browser's address bar at the top contains the URL www.ccsdschools.com/index.php, which is circled in red. The page header features the CCSD logo and the tagline "Results • Access • Partnerships • Diversity". Below the header is a navigation menu with links for Home, About Us, Our Schools, Families, Community, Business, Employees, and Search. The main content area is divided into several sections: Superintendent Key Initiatives, Board of Trustees (Meet the Board, Meetings, Committees, Policies, Reports, Constituent Boards), Divisions/Departments (Academic & Instructional Support, Finance, Operations & Capital Programs, Human Capital & Community Outreach, Human Resources), Information Technology, Schools/School Support, Employee Tools, and Recognitions. A featured section titled "From the Superintendent's Desk - May 29, 2015" includes a message to staff and a photo of attendees. At the bottom, there are quick links for various services and a "Stay Connected" section with social media icons.

From there, click on Community. <http://www.ccsdschools.com/Community/index.php>

Charleston County SCHOOL DISTRICT
Results • Access • Partnerships • Diversity

Home About Us Our Schools Families **Community** Business Employees Search

Schools
Human Capital & Community Outreach
Human Resources
Academic & Instructional Support
Operations, Finance
Superintendent

Home > Community

Community

- [Adult Education](#)
- [Capital Improvements](#)
- [Community Education](#)
- [Diversity and Inclusion](#)
- [Employee Wellness Initiative](#)
- [Home School Information](#) - Home Instruction Guidelines and FAQ
- [Literacy Roundtable](#)
- [McKinney-Vento Education Program](#)
- [Paper Recycling Reminder](#)
- [Parent University](#)
- [Proposals for After school, Instructional, Behavioral or Professional Development Programs](#)
Informational Packet
- [Transcripts & Records](#)
- [Transparency Spending Reports](#)
- [Volunteering in CCSD Schools](#)

Charleston is an Exciting Place to Work and Live.

Learn more by visiting these external sites.

- [Charleston Metro Chamber](#)
- [Charleston Area Convention & Visitor Bureau](#)

From there, click on Volunteering in CCSD Schools

Charleston County SCHOOL DISTRICT
Results • Access • Partnerships • Diversity

Home About Us Our Schools Families Community Business Employees Search

Schools
Human Capital & Community Outreach
Human Resources
Academic & Instructional Support
Operations, Finance
Superintendent

Home > Community

Community

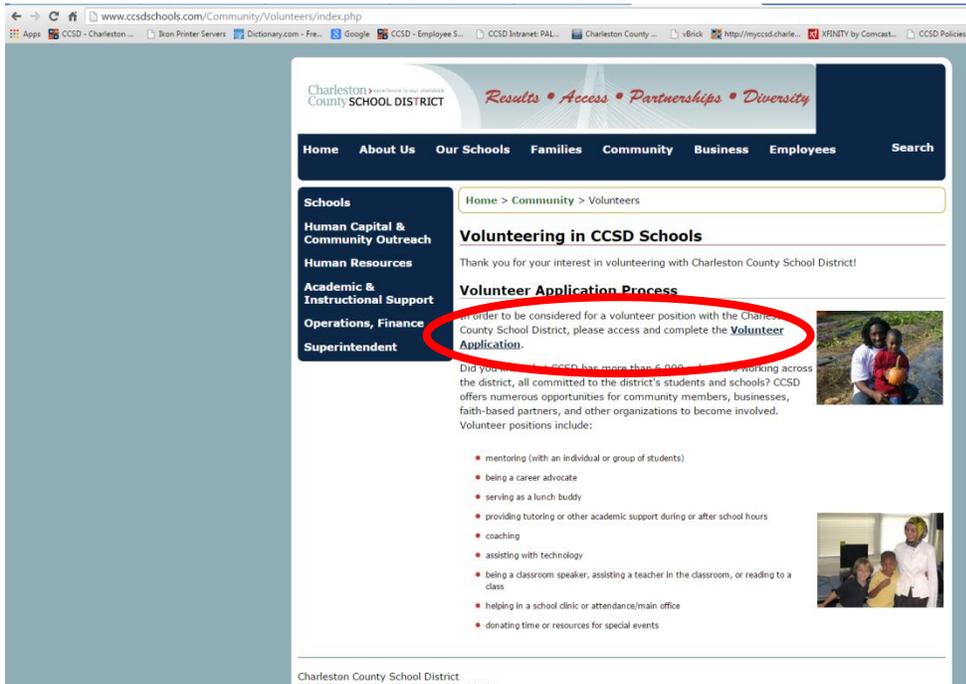
- [Adult Education](#)
- [Capital Improvements](#)
- [Community Education](#)
- [Diversity and Inclusion](#)
- [Employee Wellness Initiative](#)
- [Home School Information](#) - Home Instruction Guidelines and FAQ
- [Literacy Roundtable](#)
- [McKinney-Vento Education Program](#)
- [Paper Recycling Reminder](#)
- [Parent University](#)
- [Proposals for After school, Instructional, Behavioral or Professional Development Programs](#)
Informational Packet
- [Transcripts & Records](#)
- [Transparency Spending Reports](#)
- [Volunteering in CCSD Schools](#)

Charleston is an Exciting Place to Work and Live.

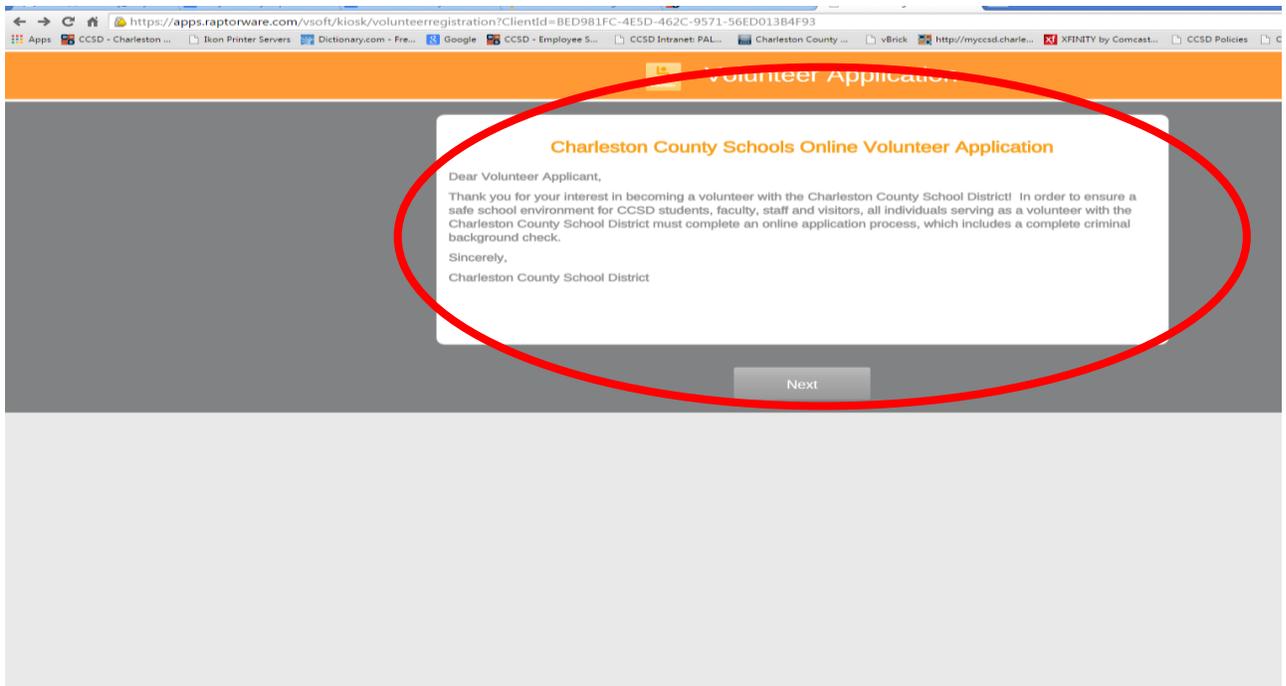
Learn more by visiting these external sites.

- [Charleston Metro Chamber](#)
- [Charleston Area Convention & Visitor Bureau](#)

Click on Volunteer Application



This will take you to the Charleston County Schools Online Volunteer Application page. You'll need to click next at the bottom.



At this page you'll need to enter in your **legal name as it appears on your driver's license or Social Security Card**). Then fill in the rest of the sections appropriately and click on next page.

Please note: You must make sure you enter the correct email address into the email field. If you place it into that section incorrectly the confirmation email will go the incorrect email address you've entered. Check and double check your email address in that space.

Volunteer Application: Personal Information

IMPORTANT: Please enter all information **exactly as it appears on your identification card** (e.g. driver's license). Any field with an * is a required field.

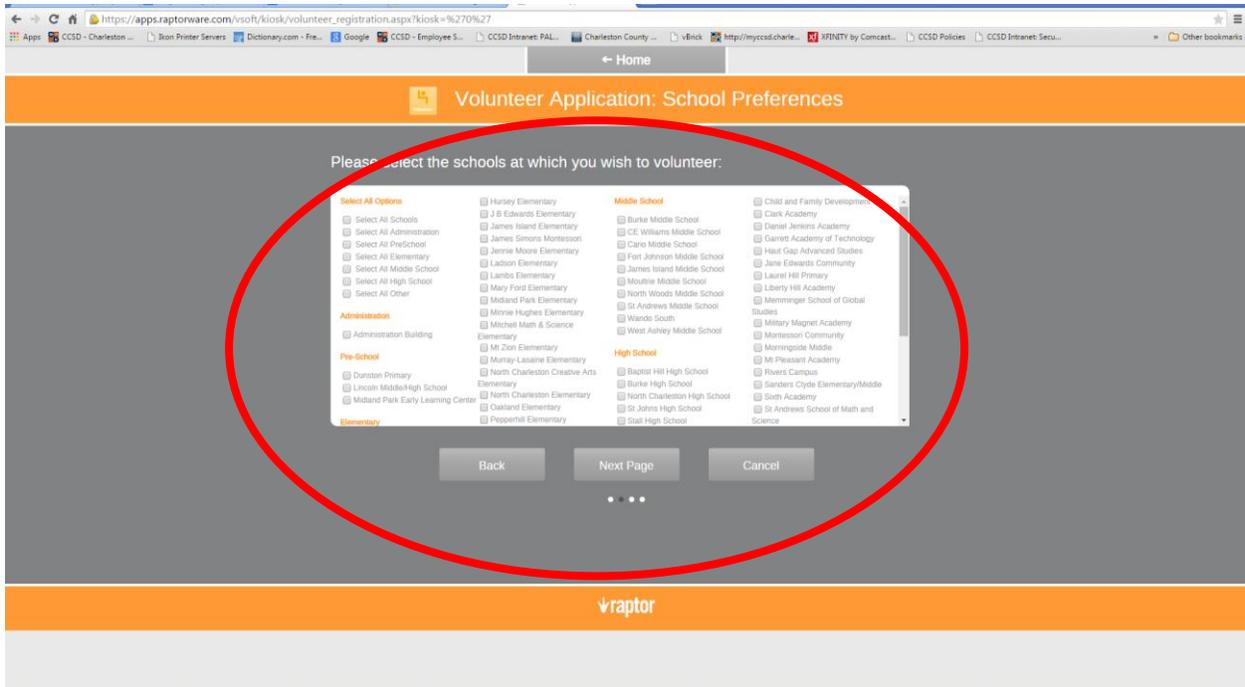
| | | | |
|-----------------------|----------------------|-----------------|----------------------|
| First Name* | <input type="text"/> | Address Line 1* | <input type="text"/> |
| Middle Name | <input type="text"/> | Address Line 2 | <input type="text"/> |
| Last Name* | <input type="text"/> | City* | <input type="text"/> |
| Maiden Name | <input type="text"/> | State* | SC |
| Gender* | <input type="text"/> | Zip* | <input type="text"/> |
| Date Of Birth* | MM/DD/YYYY | Phone Number* | <input type="text"/> |
| Soc. Security Number* | <input type="text"/> | Email* | <input type="text"/> |

Please note: An email will be sent to the email address entered to inform you of the status of your application. If you do not have access to email, please enter kevin_boyd@charleston.k12.sc.us and a district administrator will call you regarding the status. Your email address will remain private.

Clear Next Page Cancel

v raptor

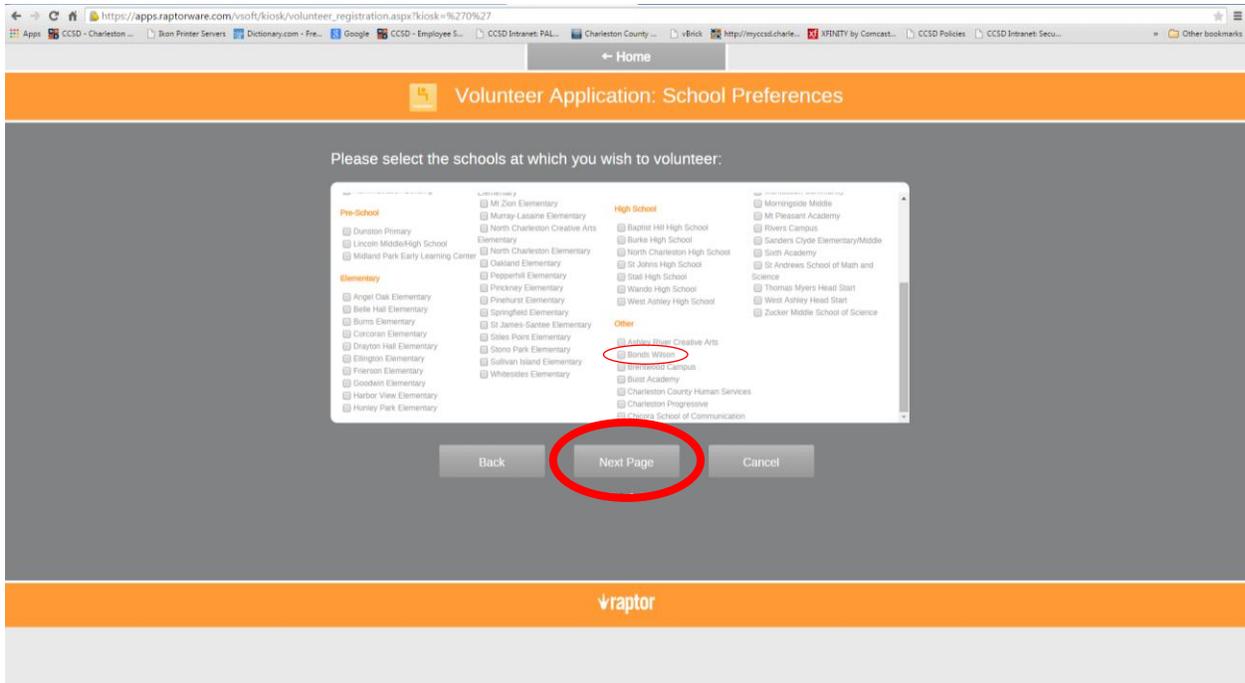
On this screen you'll need to select all the schools you'll need to conduct volunteer work in this school year. Please note, there is a scroll bar to the right for you to view more school options.



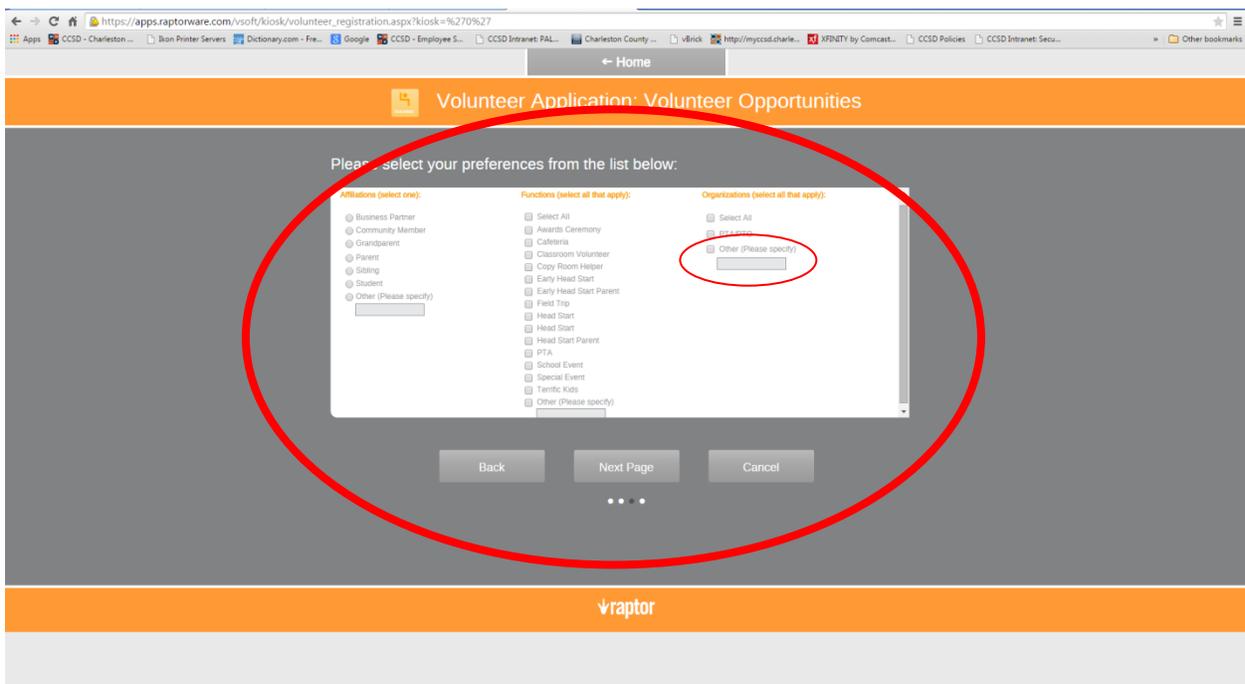
When you scroll down you'll see the following schools show up for you to choose from.

Please note: The Academic Magnet High School (AMHS) and Charleston County School of the Arts (SOA) are both located at the **Bonds Wilson Campus**. You will need to select **Bonds Wilson Campus** for volunteering at either or both schools.

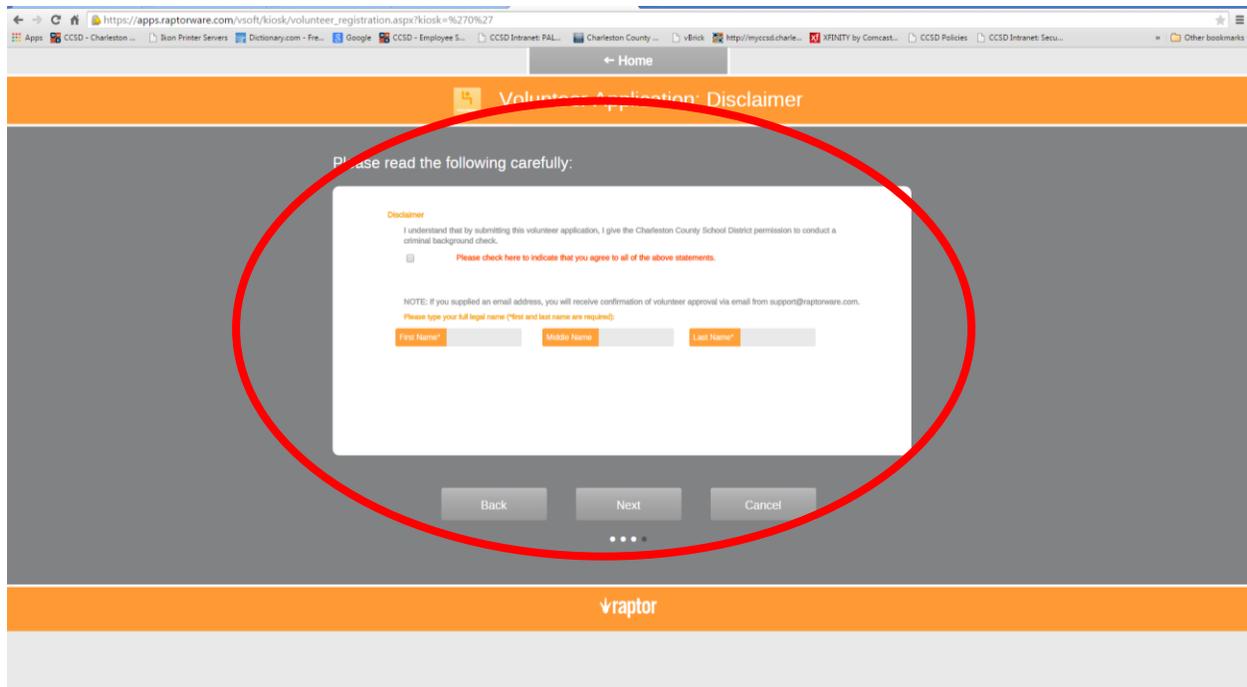
Once you've selected all the locations you know you'll be at or believe you'll be at click "next page."



You'll get the next screen. Check the boxes of all that apply and click next. If your organization is not listed choose other and enter the name of the organization in the space provided. This is very important.



Check the box on the screen below and once again enter your legal name.



Approved Applications

Once your application has been approved, you will receive an email from this email address (Raptor Support noreply@raptorware.com). This email will be sent to the exact email address you provided during the application process. If you don't receive the approval email within 72 hours, you should check your junk mail folder first, if you have a spam/junk mail filter activated, for the Raptor approval email. Approval emails to volunteers usually show up sooner than later, so if you don't receive an email notification you'll need to follow-up (see below).

Please note: **No one from CCSD will contact you to tell you there is a problem or concern with your application.**

Applications Requiring Further Review Before Approval

If you are not approved automatically you will not receive an email notification from Raptor telling you this. The system only notifies you if you are automatically approved. You will need to contact the CCSD Raptor Administrator during normal business hours at 843-746-7407 (please leave a message) or send an inquiry email to timothy_huey@charleston.k12.sc.us requesting more information. If you send an email, please include your legal name, the date you applied, and list all of the school(s) you've applied for as a volunteer.

How do schools check to see if a volunteer is approved?

By searching Raptor for the volunteer in the volunteer section by the name they used when they completed the online volunteer application.