

VOLUNTEER OPPORTUNITIES

2024-2025 School Year

Calvary welcomes parent volunteers to assist with school-wide events, field trips, transporting students, grade level coordinators, prayer warriors, and volunteers at extra-curricular activities such as athletic competitions. There are needs for volunteers throughout the school at every grade level. Please indicate your willingness to help by completing a Volunteer Information sheet at the beginning of the school year.

- **Purpose:** This policy sets expectations for a volunteer as a role model for students. A volunteer is a person who serves in a position of trust, leadership and has regular contact with students and parents (e.g. classroom helpers, chaperones, media center workers, etc.)
- **Background:** In recognizing the importance of volunteers to our school and in order to ensure the safety and security of our students, the school requires a background check on all volunteers..
- **Policy:** The volunteer will manifest, by daily example, the highest Christian virtue. Therefore, the volunteer is expected to be a role model in judgment, dignity, respect and Christian living.
- **Procedure for Entering the Building:**
 - ALL volunteers must enter the building via the B Building entrance.
 - Volunteers will be screened using a current driver's license.
 - A visitor's tag will be issued, which must be worn at all times, while serving as a volunteer.
 - If you have a CDS lanyard, please enter through the B Building entrance and show your credentials to the desk.

Procedure for Volunteers New to Volunteering at CDS

1. Complete a Volunteer Information Sheet
2. Participate in a Volunteer Training Session.
3. Submit to a Background Check. A link will be provided.
4. CDS will notify the potential volunteer that he/she has been cleared to be a volunteer, and the name will be added to the school's volunteer database.

Procedure for Individuals Who Have Previously Volunteered at CDS

1. Complete a Volunteer Information sheet to ensure all contact information is correct.
2. Review the Child Safety Training Sheet and sign an electronic acknowledgment.
3. If Background Check is current, his/her name will be part of the volunteer database.
4. If the Background Check is not current, a link will be sent to update this. If a background check expires during the school year, the volunteer will be notified with a link, and the volunteer will be expected to renew the background check. Until that occurs the person's name will not appear in the database.

Procedure for Individuals Who are Currently Serving as Volunteers at Calvary Baptist Church

1. A Volunteer Information sheet for CDS must be completed.
2. Names will be added to the CDS database for volunteers.

3. If the Background Check is not current, a link will be sent to update this. If a background check expires during the school year, the volunteer will be notified with a link, and the volunteer will be expected to renew the background check. Until that occurs the person's name will not appear in the database.

	Volunteer Capacity	Required Items
Level One	<ul style="list-style-type: none"> Assisting teachers in clerical duties Assisting teachers with class parties Assisting student in the classroom with teacher supervision Assisting with school-wide events such as Fun on the Field, ACSI Student Activities, etc. Chaperoning/supervising students with off-campus field trips 	<ul style="list-style-type: none"> Complete Volunteer Application Participate in Volunteer Training Complete Background Check
Level Two	<ul style="list-style-type: none"> Transporting students in personal vehicle 	<p>In addition to completing ALL steps in Level One, the volunteer must</p> <ul style="list-style-type: none"> Complete Driver Application Form (Can be obtained from administrative assistants in Upper School or Lower School) A MVR check will be conducted. Provide proof of current driver's license and insurance
Level Three	<ul style="list-style-type: none"> Driving vehicle owned by CDS/CBC to transport students 	<p>In addition to completing ALL steps in Level One, the volunteer must</p> <ul style="list-style-type: none"> Complete CBC Driver's Application form which can be obtained from the administrative assistants in Upper School, Lower School, Head of School Office or Church Receptionist (E Building-3rd floor) A MVR check will be conducted. Provide proof of current driver's license Participate in a road test by Director of Support Services or designee