

CHEROKEE COUNTY SCHOOL DISTRICT
Procedural Guidelines for Volunteer/Mentor Applications

SUPERVISED VOLUNTEERS

Volunteers in a supervised setting (i.e. day field trip chaperone, room parent, school store, ice cream sales, media center, etc) must complete Pages 1 and 2 of the Volunteer/Mentor Application (excludes the Criminal History Record Inquiry). The Volunteer/Mentor Application is maintained at the school site.

UNSUPERVISED VOLUNTEERS/MENTORS

Volunteer/Mentor applicants for prolonged unsupervised activity (i.e. field trip chaperone assigned overnight lodging with students) must complete the Volunteer/Mentor Application And the Consent to Criminal History Record Inquiry.

NOTE:

- Volunteer/Mentor Applications must be received by Human Resources (HR) 30 days prior to the scheduled beginning of the volunteer/mentor activities.
- Principal must approve and sign Volunteer/Mentor Application for processing by HR.
- Any Volunteer that marks "Yes" to background check questions will need to complete pages 3 and 4. Those applications will need to be sent to HR for Criminal History Record Inquiry. An explanation of the events should be included with the application.

MENTORS only – Upon approval, HR will issue a Fingerprint Authorization Form to the mentor applicant to complete the fingerprinting process with the Cherokee County School District Police Department.

Upon approval of Volunteer/Mentor Application and Consent to Criminal History Record Inquiry, applicant's name is added to the Approved Volunteer List.