ORANGEBURG
COUNTY SCHOOL DISTRICT

SCHOOL VOLUNTEER APPLICATION

(Confidential - Please Print)

Welcome and **thank you** for your interest in volunteering with Orangeburg County School District. In an effort to keep our schools safe, we ask that you take a few moments to complete this volunteer application form for our department to coordinate a background check to seek approval for your volunteer services.

Date_____ **Date of Birth**_____

Social Security Number _____-_____-_____ Gender _____

Name_____
(Last) *(First)* *(MI)*

Phone_____ **Email**_____

Address _____
(Street) *(City, State)* *(Zip Code)*

Emergency Contact: _____
(Name) *(Relationship to you)* *(Phone)*

Are you a parent or guardian of a child in Orangeburg County School District?

If YES, please list student's or students' name(s):

_____

If you do not have a child currently enrolled with Orangeburg County School District, are you volunteering as part of a community organization or business member?
If YES, please list the name(s):

_____

If you are NOT a parent or guardian, please provide (2) references who know you:

_____

(Name) *(Relationship)* *(Phone)*

_____

(Name) *(Relationship)* *(Phone)*

School Location you plan to serve _____

***IMPORTANT:* Provide front and back copy of Driver's License with your Volunteer Application. If your Driver's License is not included, your application will not be processed.**

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Reminder, you must always disclose criminal information.
Have you ever:

1. Been convicted, pled guilty, pled nolo contendere or arrested for a criminal offense, other than a minor traffic violation? **YES**_____ **NO**_____

2. Arrested for a drug or sexual related offense or act of violence? **YES**_____ **NO**_____

3. Reported for child abuse/sexual activities involving a student or minor or had charges filed against you by a school district, state/county agency, police or court? **YES**_____ **NO**_____

If **YES**, please explain the type(s) of offense(s), location(s), and date(s) in the space below. *(Attach a sheet if necessary.)*

_____

_____

VOLUNTEER COMMITMENT AND PROCEDURES
READ THE FOLLOWING CAREFULLY BEFORE SIGNING AND DATING THIS APPLICATION.

For the safety of students, all prospective volunteers will be asked to complete a School Volunteer Application and provide a photo I.D. All prospective volunteers will be given a "Criminal Records Check." Additionally, the school system, in its discretion and without a statement of reason, may require a complete criminal history check (federal and state) on any volunteer at any time. If fingerprinting is required, all fingerprinting must be authorized.

Confidentiality: What you hear and observe about students, families, and staff while volunteering in school is **confidential.** Repeating a seemingly harmless comment can lead to misunderstanding and hurt feelings. For schools to provide the best environment for learning, everyone's privacy must be respected.

Supervision: Volunteers perform under the direction and supervision of school personnel. Volunteers should know and follow school policies and rules. The District, in its discretion and without a statement of reasons, may suspend any volunteer from further volunteer activities pending any background check. No statement by the District establishes a property right to perform volunteer work.

Communication: If you are unable to make it to school when you are expected, please call the school and leave a message. Similarly, school staff will contact you if your time is cancelled or changed for any unforeseen reason.

Student/Volunteer relationship: Volunteers function in a position of trust and Orangeburg County School District does not extend that volunteer/student trust relationship outside of the supervised school environment. It is the responsibility of the volunteer to notify the site administrator immediately if he/she becomes involved with a student/family outside the Orangeburg County School District environment.

I affirm that I have read and understand all the information on this application, I understand that Orangeburg County School District reserves the right to verify all information on this application form and that any false statements or failures to disclose information may be sufficient to disqualify me as a volunteer. I hereby authorize Orangeburg County School District to obtain information relating to my current and/or previous employment, education, and personal history records. I understand that in order to chaperone field trips I must be included on the approved volunteer list 72 hours prior to the date of the field trip.

_____ _____
(Volunteer Signature) (Date)

VOLUNTEER, PLEASE PRINT NAME HERE_____