

# CDS VOLUNTEER OPPORTUNITIES

2026-2027 School Year

Thank you for your interest in serving at Calvary Day School! Parent and community volunteers play a vital role in supporting our students, teachers, and school community. We welcome volunteers for classroom assistance, school-wide events, field trips, extracurricular activities, grade-level coordination, prayer support, and many other opportunities throughout the year.

## Volunteer Expectations

Volunteers serve in positions of trust and have the opportunity to positively influence students through their words and actions. As representatives of Calvary Day School, volunteers are expected to:

- Demonstrate the highest standards of Christian character and integrity.
- Model respect, kindness, wisdom, and sound judgment.
- Support the mission and values of Calvary Day School.
- Follow all school policies and procedures while volunteering.

## Child Safety & Background Checks

The safety of our students is our highest priority. For this reason, all volunteers must complete the required screening and approval process before serving.

This process includes:

- **Volunteer Information Form**
- **Volunteer Training**
- **Background Check**

All volunteer requirements, instructions, and necessary forms are available on our website and in the **CDS app** under “**Volunteers.**”

**Volunteers may not begin serving until all required items have been completed and final approval has been received.**

Please plan ahead when submitting volunteer requirements. The approval process may take anywhere from **2 days to 2 weeks**. Background checks are processed through a third-party provider, and turnaround times are dependent on their processing timeline.

We appreciate your patience, understanding, and partnership in helping us maintain a safe environment for every student.

# Entering the Campus

For the safety of our students and staff, all volunteers must follow these procedures:

- Enter through the **B Building entrance**.
- Present a valid driver's license for visitor screening.
- **Wear the issued visitor badge at ALL TIMES while on campus.**

**CDS Lanyard Holders:**

**Volunteers with an approved CDS volunteer lanyard should still enter through the B Building entrance and present their credentials at the reception desk.**

## Volunteer Approval Process

### New CDS Volunteers

If you have never volunteered at CDS, you must:

1. Complete the Volunteer Information Form.
2. Attend a Volunteer Training Session.
3. Complete the required Background Check (a link will be provided).
4. Wait for confirmation that you have been approved.

Once approved, your name will be added to the CDS Volunteer Database.

### Returning CDS Volunteers

If you have volunteered previously:

1. Complete a new Volunteer Information Form to verify your contact information.
2. Review the Child Safety Training information and sign the electronic acknowledgment.
3. Maintain a current Background Check.

If your background check has expired or expires during the school year, you will receive instructions for renewal. Volunteers with expired background checks cannot participate until the renewal process is complete.

### Current Calvary Baptist Church Volunteers

If you currently serve as an approved volunteer at Calvary Baptist Church:

- Complete the CDS Volunteer Information Form.
- Your information will be added to the CDS Volunteer Database.
- If your background check is no longer current, you will receive instructions to renew it before volunteering at CDS.

# Important Deadline

All volunteer requirements must be completed by December 31 of the current school year.

Volunteers who have not completed all required steps by this date will not be eligible to volunteer or attend field trips until all requirements have been fulfilled.

| Level              | Examples of Service                                                                                                                                                                                                                                                                         | Requirements                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Level One</b>   | <ul style="list-style-type: none"><li>• Classroom assistance</li><li>• Clerical support</li><li>• Classroom parties</li><li>• School-wide events (Fun on the Field, ACSI activities, etc.)</li><li>• Field trip chaperones</li><li>• Assisting students under teacher supervision</li></ul> | <ul style="list-style-type: none"><li>• Volunteer Information Form</li><li>• Child Safety Training</li><li>• Background Check</li></ul>                                                                                                                                                                                                                                                                                  |
| <b>Level Two</b>   | <ul style="list-style-type: none"><li>• Transporting students in a personal vehicle</li></ul>                                                                                                                                                                                               | <ul style="list-style-type: none"><li>• Complete all <b>Level One</b> requirements, plus:</li><li>• Driver Application (available from the Upper or Lower School administrative assistants)</li><li>• Motor Vehicle Record (MVR) check</li><li>• Proof of current driver's license</li><li>• Proof of current automobile insurance</li></ul>                                                                             |
| <b>Level Three</b> | <ul style="list-style-type: none"><li>• Driving a CDS or Calvary Baptist Church vehicle to transport students</li></ul>                                                                                                                                                                     | <ul style="list-style-type: none"><li>• Complete all <b>Level One</b> requirements, plus:</li><li>• CBC Driver Application (available from the Upper School, Lower School, Head of School Office, or Church Receptionist in the E Building, 3rd Floor)</li><li>• Motor Vehicle Record (MVR) check</li><li>• Proof of current driver's license</li><li>• Successful road test with Support Services or designee</li></ul> |

Thank You

Your willingness to serve is a tremendous blessing to our students, teachers, and school community. Thank you for partnering with Calvary Day School as we work together to provide a Christ-centered education in a safe and caring environment.