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VOLUNTEERS:

Thank you for agreeing to serve as a volunteer in our school district! To ensure the safety and protection of our students and staff, it is mandatory that all parents, business partners, community leaders and other individuals who are interested in working in our school buildings submit a background check conducted by Richmond County Schools.

The background check must be completed and approved before you are allowed to volunteer in the schools. All volunteers including tutors, field trip chaperones, presenters, classroom helpers, lunchtime buddies, etc. - must submit to the background check. If you are even considering volunteering this school year, you should complete an application.

You will find the application on the back of this letter. *All information must be provided in order to do an accurate check.* Be sure to sign the consent form as well as print your full name (first, middle and maiden, and last). All information will be kept confidential.

Please send return this application to your school or the Richmond County Schools Office of Public Relations as soon as possible or fax it to 910-582-7866. We look forward to working closely with you in providing a strong education for all students. If you have questions about volunteers, please call Ashley Simmons, District Volunteer Coordinator, at 910-582-5860 ext 237.

VOLUNTEER INFORMATION

When a volunteer's criminal history record background check reveals a disqualifying criminal conviction, the person shall have 30 days from the receipt of that notice to petition the District Volunteer Coordinator or Associate Superintendent for review of the incident. The person may provide records and details, at his or her own expense. A final decision will be made within a week following the review.

1. Any individual convicted of domestic/child abuse or a sexually-oriented crime at any time or in any jurisdiction may not act as a volunteer in the Richmond County Schools.
2. Any individual who pleads guilty or is convicted of a crime involving a controlled substance or alcohol within five years preceding the date of the application may not be a volunteer in the Richmond County Schools.
3. Any individual who pleads guilty or is convicted of a felony within the ten years preceding the date of the application may not be a volunteer in the Richmond County Schools.
4. Any individual who has felony charges pending against them at the time of the application may not be a volunteer in the Richmond County Schools.
5. Any individual who fails to disclose information which would preclude him or her from acting as a volunteer will be immediately removed from their volunteer position and may not act in such capacity thereafter.
6. All volunteers must submit an updated volunteer background check form every three years.

RICHMOND COUNTY SCHOOLS RESERVES THE RIGHT TO REJECT VOLUNTEERS IF, DEEMED IN THE BEST INTEREST OF STUDENTS, STAFF AND OUR SCHOOLS

**To: Richmond County Schools Volunteer Program
P.O. Box 1259, Hamlet, NC 28345**

As a potential volunteer for the Richmond County Schools. I understand that a background check will be conducted to ensure the safety of all students benefiting from the services of my volunteer work.

I understand that the Office of Public Relations will use my birth date, social security number, and driver's license number to conduct the background check. I also understand that I am required to submit this information in order to be a volunteer.

FOR IDENTIFICATION PURPOSES: PLEASE PRINT ALL INFORMATION CLEARLY

PRINT YOUR FULL NAME: _____
Other Names Maiden, Aliases, etc. _____
Phone Number: _____
Date of Birth: _____
Race: _____ Gender: _____
Social Security # _____ - _____ - _____ (last four digits are appropriate)
Drivers License #: _____ State: _____

LIST ALL ADDRESSES FOR THE PAST SEVEN (7) YEARS STARTING WITH THE MOST CURRENT:

Street City State Zip Dates (MM/Year)

1. _____	From: _____	To: _____
2. _____	From: _____	To: _____
3. _____	From: _____	To: _____
4. _____	From: _____	To: _____
5. _____	From: _____	To: _____
6. _____	From: _____	To: _____
7. _____	From: _____	To: _____

HAVE YOU EVER BEEN CHARGED OR CONVICTED OF ANY CRIMINAL ACT OTHER THAN MINOR TRAFFIC VIOLATIONS? (please check) No _____ Yes _____

IF YES, YOU ARE REQUIRED TO SUBMIT A WRITTEN EXPLANATION

I affirm that the information I have provided is factual and accurate. I understand that the information I have provided will not be used for any purpose other than to perform the background check.

I understand that the Richmond County Schools Volunteer Program will keep all information obtained from the background check confidential. I will be notified immediately if I am unable to serve as a volunteer.

I give Richmond County Schools consent to do a background check on me for the purposes of volunteering in the schools.

Signature _____ **Date:** _____

Please list all schools you plan on working with:

School(s) Name: _____
Student Name: _____ Teacher(s): _____