

## VOLUNTEER PROCEDURES

### Procedure for Volunteers:

Thomasville City Schools encourages parent and community involvement in schools and school related activities through volunteerism. The purpose of volunteers should be to augment the educational and support resources available to students through the use of the diverse talents and skills of parents and community members. Please gage your volunteers in one of the following categories:

- (1) **Single Event Volunteer** – one who volunteers service to the school district, without compensation, for a single event that will be completed in one to three days.
- (2) **Short term volunteer** – One who volunteers service to the school district, without compensation, on an occasional basis not exceeding two week in the aggregate during a school term.
- (3) **Long Term volunteer** – One who volunteers service to the school district without compensation, from time to time throughout the entire school year. Service does not have to be on consecutive days, but however the intent is to use a long term volunteer over an aggregate period of time exceeding two weeks throughout the school year.
- (4) **ALL Chaperones** – one who volunteers service to the school district without compensation, in the form of a chaperone on an approved school field trip.

### Background Screenings for Volunteers:

Thomasville recognizes the benefit of utilizing parent and community volunteers, yet before working with students, a criminal history records check to include a Sexual Offender Registry must be conducted.

Prior to assigning a volunteer to your school, event, activity or sport in which the volunteer falls in category (2) two, (3) three or (4) four, a request must be sent to the Human Resources Department to conduct a criminal history records check.

- (1) Email Keisha Ryals at [ryalsk@tcitys.org](mailto:ryalsk@tcitys.org) the name of the volunteer and their email address.
- (2) An email will be sent to the prospective volunteer with the information for them to complete for a records check. The check is to be done at their expense (\$17.00)
- (3) Once the records check has been completed an email will be sent to the school representative that the prospective volunteer has been cleared (or NOT) to volunteer.
- (4) A list of approved volunteers and their records check will be maintained in the Human Resources Department.