



# THE GADSDEN COUNTY SCHOOL DISTRICT

Educating Every Student Today, Making Gadsden Stronger Tomorrow

## Elijah Key, Superintendent of Schools

35 Martin Luther King, Jr. Blvd Quincy, Florida 32351

Main: (850) 627-9651 or Fax: (850) 627-2760

[www.GadsdenSchools.org](http://www.GadsdenSchools.org)

## VOLUNTEER PROGRAM

The Gadsden County School District welcomes support from the community in the form of volunteerism. Volunteering is renowned for skill development. It is intended to promote goodness and/or to improve quality of life or experience. It also may have positive benefits for the volunteer as well as the recipient of the service. Make a difference in the life of a Gadsden County student – volunteer today!

### How do I become a volunteer?

- Visit the school you wish to volunteer at or the Gadsden County Family Community Engagement office (FACE) and complete the volunteer application.
- Submit a copy of your driver's license for security screening.
- Your driver's license copy, and your application will be submitted to the district's FACE office for approval.
- Once your application has been approved, the school principal will be contacted.
- The school principal will notify you of the date and time you may begin volunteering.

## VOLUNTEER PROCEDURES

**To participate in the Gadsden Volunteer Program, you must always adhere to these procedures.**

### SCHOOL RULES

The school has rules to ensure compliance with a myriad of federal, state, and local laws and regulations and school board policy. The rules also are designed to protect and enhance the safety and well-being of all individuals on the school campus. Always follow the school rules, no matter what your opinion is of them.

### MEETING WITH STUDENTS

1. All meetings and/or activities with students **MUST** take place on the school campus, or as a part of a school sponsored activity/field trip.
2. All activities with a student must take place in a room with an open door or on the school grounds in sight of staff representatives.
3. Off campus contact is strictly prohibited unless it is under the direct supervision of district/school employee or with the student's parent(s).
4. Each time you visit the school, check in with the school's administration office.

Cathy Johnson  
DISTRICT NO. 1  
HAVANA, FL 32333  
MIDWAY, FL 32343

Steve Scott  
DISTRICT NO. 2  
QUINCY, FL 32351  
HAVANA, FL 32333

Leroy McMillian  
DISTRICT NO. 3  
CHATTAHOOCHEE, FL 32324  
GREENSBORO, FL 32330

Charlie Frost  
DISTRICT NO. 4  
GRETNA, FL 32332  
QUINCY, FL 32352

Stacey Hannigan  
DISTRICT NO. 5  
QUINCY, FL 32351

## TRANSPORTATION

Transporting a student in your personal car is strictly prohibited. Students must be transported in their parent or legal guardian's vehicle. Do not put yourself in the position of being alone with any student in any vehicle.

## PHYSICAL CONTACT

Many of the children we work with have a strong need and desire for positive physical contact with caring adults. You are encouraged to be a positive role model; however, your physical contact should be limited. Remember what you see as simple, friendly affection between the student, and you may be viewed as something entirely different by someone else.

## CONFIDENTIALITY

All information you are told about your student is confidential and sharing that information with others is prohibited. Do not allow yourself to make a promise to a student that you will keep confidential information secret. Tell the students that they are free to share confidential information with you, however, there are certain things that you are required to report. There are exceptions to this requirement of confidentiality, and it is critical, not only for the welfare of the student, but also to protect yourself, that you adhere to these exceptions:

1. If a student confides that he or she is the victim of sexual, emotional, or physical abuse you **MUST** notify the administration immediately.

Make a note on your calendar of when this information was reported and to whom it was given. Remember this information is extremely personal and capable of damaging lives, so **DO NOT** share it with anyone except the appropriate authorities.

2. If a student tells you of their involvement in any illegal activity, you must tell the administration immediately. Again, make a note on your calendar of when this information was reported and to whom it was given.

## VOLUNTEER TRACKING FORM

All volunteers must complete a **Volunteer Tracking Form** (*see attached*) to document hours served in Gadsden County School District. These forms shall be due and sent monthly to the Family and Community Engagement Office. Please keep copies of the tracking form for your personal records.

## SUMMARY

These procedures are designed to protect students from harm and to prevent even the appearance of impropriety on the part of the school district and the individual mentors, volunteers, and students participating in the Gadsden Volunteer Program. One accusation could, at the very least, seriously damage the reputation of all of those participating and endanger our entire Gadsden Volunteer Program.

Please know that we appreciate your participation in the Gadsden Volunteer Program, and that we appreciate you adhering to these procedures. If you have any questions, please call the Family Community Engagement office at **(850)627-9651 ext. 1252**.



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### Volunteer Application

(Please complete the entire application. Incomplete applications will NOT be processed.)

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
City State Zip

Email: \_\_\_\_\_ Gender: (Circle One) M F

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Location: \_\_\_\_\_

Task: Athletics – Cafeteria – Chaperone – Classroom – Concessions – Fundraising – Library – Office

Other: \_\_\_\_\_

### REQUIRED for processing!

Have you ever been convicted of any crime involving or against a minor?	YES	NO
Have you ever pleaded guilty to, been convicted of, or involved with any other type of crime?	YES	NO

### Important Volunteer Guidelines & Procedures

All Volunteers must complete a new Volunteer application each year for a background screening.
Volunteers MUST sign-in designated binder at the front office before proceeding to assignment.
Volunteers may not dispense medications or administer any form of punishment to students.
Volunteers MUST respect a student's right to confidentiality
All volunteers must be processed through the School Gate Guardian system on every school visit.

I hereby authorize the Gadsden County School District to check all records pertaining to criminal charges, and for any law enforcement agency to release information regarding convictions under Florida Statutes or statutes of other authorities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Screener: \_\_\_\_\_ Status: Cleared Flagged Date: \_\_\_\_\_

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## Volunteer Acknowledgement

Please sign the acknowledgement page to serve as confirmation you received a copy of the Gadsden County School District's Volunteer Procedures, Volunteer Tracking Form and the information that you have provided on the application to factual.

Volunteer Name: \_\_\_\_\_

(Please Print)

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Personnel Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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