



School Name: \_\_\_\_\_

## Volunteer Application Form

Thank you for your interest in volunteering with Cumberland County School System. Please turn your completed form into your school.

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Volunteers play a vital role in the communities of our schools across Cumberland County. All volunteer applications are reviewed with consideration of current volunteer opportunities. Your completed form will be held securely and confidentially. Only authorized staff will have access to your information.

BOE Policy 4.501 School Volunteers and BOE Policy 5.118 Criminal Background Checks

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### Personal Details **\*\*FULL LEGAL NAME\*\***

Name: \_\_\_\_\_ Mr.  Mrs.  Miss.  Ms.  Dr.

Resident Address: \_\_\_\_\_

County: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_

(Mobile) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Birth-date: \_\_\_\_\_  
Day / Month / Year

If you are involved with us as a volunteer and an emergency arises, whom should we contact?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_

(Mobile) \_\_\_\_\_

### Equal Opportunities

Cumberland County Schools are committed to equal opportunities and all volunteer recruitment decisions will be based on merit, and suitability for the role and experience. All volunteer recruitment decisions will not be influenced by race, color, nationality, religion, sex, marital status, family status, sexual orientation, disability, or age. Cumberland County Schools fully endorses a working environment free from discrimination and harassment.

Cumberland County Schools are committed to standards of excellence in Child Protection practices. Where your volunteer role may have direct contact with children, you will be required to complete a Background Check, which will be processed by the Tennessee Bureau of Investigations, and checked against the sex offender registry and other agencies as required. Please complete the following questions.

Have you ever been convicted of a felony or criminal offense in the State of Tennessee or elsewhere? Yes  No

If you checked yes to prior convictions, please provide details below.

## Your Skills and Interests

1. Have you ever done any volunteer work before for CC Schools? Yes  No   
If you answered yes, please tell us a little about the experience.

2. Educational background or special skills that you could use in volunteer work.

3. Do you have any specific interest or events that you wish to volunteer for?

4. Do you have children enrolled in Cumberland County Schools? Yes  No

5. Do you have CPR/First Aid Certification? Yes  Expiration date: \_\_\_\_\_ No

6. When are you available for volunteer work?  Totally Flexible

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

7. Have you ever been fingerprinted in order to volunteer for Cumberland County Schools?

8. Yes  Date Fingerprinted: \_\_\_\_\_ No   
Month/Year

9. Please indicate what kind of volunteer work interests you?(See volunteer categories listed below.)

- Level I: Regular Volunteer: Application Only
- Level II: Unsupervised Volunteer: Application/Background Check
- Level III: Non- Faculty Coach and Non-Faculty Paid Clubs/Other: Application/ Background Check

**Level I: Regular Volunteer:** Volunteer activity with student contact taking place under constant supervision by a CCBOE employee requires completion of a volunteer application. Examples would be: School Fairs, field days, book fairs, room parents, class readers, front door reception, front office volunteers, day time field trips (with other school employees supervising), and athletic concessions.

**Level II: Unsupervised Volunteers:** Volunteer activity that involves potential unsupervised contact with students on or off campus **requires the completion of a volunteer application and a criminal background & fingerprint check.** The cost of fingerprinting for volunteers must be borne by the volunteers, PTO or booster club. Examples would be: One on one tutoring, PreK Classroom volunteers, overnight field trip chaperones, group leaders/ chaperones for daytime field trips out of the presence of a CCBOE employee.

**Level III: Non-Faculty Coaches (Paid or unpaid) and Non-Faculty Clubs/Other:** Volunteers who are to hold positions on the supplemented employment list **requires the completion of a volunteer application and a criminal background & fingerprint check.** The cost of fingerprinting for volunteers must be borne by the volunteers, PTO or booster club. Examples would be: Athletic Coaches that are not CCBOE employees, paid sponsors for clubs, and other supplemental pay positions.

## Background Checks

Volunteers whose prior history, including but not limited to criminal history, demonstrates a risk to safety or well-being of students will be denied participation in volunteer activities involving students. Conditions for denial may include but not be limited to the following:

- Appearance on any sex offender registry
- Conviction of/pleading no contest/pretrial diversion of any felony
- Conviction of/pleading no contest/pretrial diversion of any misdemeanor that indicates a volunteer may pose a threat to the integrity or safety of the school environment.
- Conviction of/pleading no contest /pretrial diversion of DUI, Reckless Driving, or other related offenses for volunteer drivers
- A pattern of criminal charges that cause concern that the volunteer may pose a threat to the integrity or safety of the school environment.
- An administrator's determination that the volunteer's behavior renders that volunteer's participation in the activity to be inappropriate.

Volunteers subject to the application process or the criminal background/fingerprinting process described above shall immediately notify a school administrator upon any arrest. Upon notification, if the volunteer wishes to continue participation as a volunteer, the volunteer's participation shall be reviewed under the standards described above.

## References

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Place of Work: \_\_\_\_\_ Position: \_\_\_\_\_  
(If applicable)

Telephone: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

E-Mail: \_\_\_\_\_

2.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Place of Work: \_\_\_\_\_ Position: \_\_\_\_\_  
(If applicable)

Telephone: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

E-Mail: \_\_\_\_\_

If you have any queries when completing this application form, please phone **your school**.

**I declare that the information I have provided is true. I understand that I must comply with all school and district rules and policies.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Instructions for filing completed application:**

1. **Volunteers** are to return the completed application and Non-Criminal Justice Privacy Act, for Volunteer Level II and III **directly to the school**.

**For office use only**

**Volunteer Level Approved:**

- Level I: Regular Volunteer: Application Only
- Level II: Unsupervised Volunteer: Application/Background Check
- Level III: Non- Faculty Coach and Non-Faculty Paid Clubs/Other: Application/ Background Check

Location: \_\_\_\_\_ Start Date: \_\_\_\_\_

Principal Review: \_\_\_\_\_ Date: \_\_\_\_\_

Central Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Background Process Date: \_\_\_\_\_

1. **Principals:** Will review application, check references, submit volunteer requests to Central Office. Level II and Level III requests must be submitted with the entire volunteer application.
2. **Central:** Will confirm background checks for those volunteers applying for Level II and Level III and will sign off on the volunteer application.

# Fingerprinting Instructions-

## Cumberland County Board of Education

**To be eligible to volunteer at Cumberland County Schools all applicants must satisfactorily pass a criminal background check.** The Board assigns to the Director of Schools the duty to conduct a thorough background check and to advise all applicants that all hiring decisions are contingent upon satisfactory background check results. (CCBOE Policy 5.106)

The cost for the background checks are: Volunteer \$35.15, all other applicants: \$39.15. The fee is to be submitted via credit card at time of registration or by money order at the location selected.

1. If you do not have access to the internet, please call 855-226-2937 to schedule an appointment. If you call, you will be asked the following questions instead of completing these steps online.
2. For Online Scheduling, go to the IndentGo web site at [www.identogo.com](http://www.identogo.com) and choose Tennessee.
3. Choose the Agency Name, Cumberland County Schools. And click "go"
4. Choose Applicant type (teacher, substitute, cafeteria, volunteer, etc.) and click "Go"
5. Enter the ORI number: **TN930510Z** and click "Go". You have selected to be fingerprinted for Cumberland County BOE, click "yes"
6. Select the location where you want to be fingerprinted. You may choose a region of the state, click on the map, or enter a zip code to get a list of locations in a specific area and click "Go"
7. Click on the word "Click to Schedule" across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the "next week" link to display more dates. Once you select the location/date combination, select the time for your appointment and click "Go"
8. Complete the demographic information page. Required fields are indicated by a red asterisk (\*). When complete, click "send Information".
9. Confirm the information. Follow the on-screen directions to make any changes necessary. Once you see the data is correct, click "send Information".
10. You will be presented with payment options (pay with credit card, debit card, or take money order to the location where you get printed) . Complete your payment process and click "Send Payment Information"
11. **Print your confirmation page.**
12. **Bring approved identification documents with you to the appointment.** These approved documents options are identified on your confirmation of your appointment.
13. Arrive at the facility at your appointed date and time.
14. The Enrollment officer at the site will check your ID, verify your information, verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.
15. You will receive a signed receipt at the end of your fingerprinting session which can be provided to your HR office for Proof of fingerprinting, if necessary. (PLEASE RETURN TO YOUR SCHOOL)
16. All results will be process and delivered to your employing or licensing agency for processing by the TBI. The processing site is never in possession of criminal record data results.

All results will be processed and delivered to Cumberland County School District for processing by TBI. IndentoGo/Morpho Trust is never in possession of criminal record data results. *For questions, please contact CCBOE at 931-484-6135 Monday through Friday 8:00 a.m. until 4:00 p.m.*