



Volunteer Application Form

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

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

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 interests 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, daytime 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:

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.

Revised 7/21/23