



## Parent Volunteer Information

Dear Parents,

Thank you so much for being willing to volunteer your time to help our band students! Calhoun City Schools has a system-wide process for registering you as a volunteer within the school system. As a band volunteer, you are considered a "Level 2 Volunteer." This means that you will need to complete and turn in the following documentation prior to helping in any capacity:

- Copy of state-issued photo identification
- Georgia sex offender registry
  - You do not need to do anything for this. Once your paper work is turned in, Calhoun City School Staff will check to see if you are on the registry.
- Volunteer Release Form
- Background Check Consent Form
  - **This needs to be completed once every THREE YEARS**
- Volunteer Confidentiality Agreement
- Mandated Reporter Training
  - You will need to provide a copy of the certificate given to you at the completion of the training. Please make sure you print this!
  - **This needs to be completed EVERY YEAR you volunteer**

Once all of your paperwork has been turned in, a designated office staff member will go through your paperwork and ensure you are eligible to work with our CCS students. If cleared, Dr. Coombe, our principal, will sign off and you will be able to work with our students.

If you believe you already have completed certain paperwork, please be in direct contact with our CMS Family Engagement Coordinator, Mrs. Cecilia Trejo, at [trejoc@calhounschoools.org](mailto:trejoc@calhounschoools.org) or (706)-602-6631.

Please feel free to email me with any questions or concerns, and I will help you find an answer ☺ Thank you again for being willing to volunteer your time to help our band students!

Sincerely,  
Sara Knapp  
[knapps@calhounschoools.org](mailto:knapps@calhounschoools.org)



# Calhoun City Schools

## Volunteer Release Form

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

(706)629-2900

### Volunteering Location

School/Site: \_\_\_\_\_ Administrator: \_\_\_\_\_

### Volunteer Contact Information

Volunteer Name: \_\_\_\_\_  
LAST FIRST MIDDLE

Date of Birth (MONTH/DAY/YEAR): \_\_\_\_\_ Agency or Organization (if applicable): \_\_\_\_\_

Home Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

### Volunteer Release

Check if appropriate:  a parent/guardian  a relative of a CCS student  
If yes, please list full names, grades, and schools of children attending CCS

\_\_\_\_\_

1. Have you ever been found guilty, entered a plea of nolo contendere, been granted first offender treatment without adjudication of guilt, been placed under a court order whereby an adjudication or sentence was otherwise withheld for a felony or any misdemeanor of a high and aggravated nature, or is any charge currently pending against you of the same nature?  Yes  No
2. Have you ever been investigated for allegations of sexual offenses?  Yes  No
3. Have you ever been accused of and/or investigated for a crime of child abuse or physical abuse?  Yes  No

*In this application, I have provided accurate information to the best of my ability. I have received any training required for my volunteer position, and I understand and will comply with the expectations of volunteers in the Calhoun City Schools described in Volunteer Registration Process. I also understand that Calhoun City Schools reserves the right to refuse the service offered by any volunteer.*

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

\*\*\*For official use only\*\*\*

#### For Level 2 Volunteers Only

- Volunteer Release Form
- Georgia sex offender registry
- Mandated Reporter Training Date: \_\_\_\_\_
- Clearance requirements  
(background check, release form, confidentiality agreement)
- Copy of state-issued photo identification
- Approval from the principal or designee

Approved  Denied – Reason:

\_\_\_\_\_  
Principal or Designee Signature

\_\_\_\_\_  
Date

#### For Level 3 Volunteers Only

- Volunteer Release Form
- Georgia sex offender registry
- Mandated Reporter Training Date: \_\_\_\_\_
- Clearance requirements  
(background check, release form, confidentiality agreement)
- Copy of state-issued photo identification
- Cogent Fingerprinting (On file with HR)
- Approval from the HR Dept

Approved  Denied – Reason:

\_\_\_\_\_  
HR Designee Signature

\_\_\_\_\_  
Date





## Volunteer Confidentiality and Mandated Reporter Agreement

I, the undersigned, understand that in the course of my volunteer time within Calhoun City Schools, I may become aware of confidential information about students and staff. This information may include, but not be limited to, such issues as students' enrollment status, daily schedule, academic performance, attendance record, disciplinary record, disabilities, and other educational matters. I agree to maintain strict confidentiality.

I understand that under current GA law (O.C.G.A. § 19-7-5), school-affiliated volunteers are considered as *mandated reporters* of suspected child abuse. Should I gain information as it relates to a suspected case of child abuse through a verbal/written communication, direct observation, or some other manner, I understand that I must report this information to the school's administration immediately. Upon reporting any such concerns, I understand it would become that administrator's (or a designee's) responsibility to then report the suspected abuse to the appropriate state or local investigative agency.

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Printed Name

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Date

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Signature

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Date

## Mandated Reporter Training 2017-18

Below is the link to this year's Mandated Reporter Training.

1. You will need to copy and paste the link. It will NOT work if you just click on it.
2. Once you copy and paste, it will take you to a ProSolutions training page.
3. Scroll to the bottom of the page and choose:
4. Child Abuse and Neglect: Mandated Reporting Requirements for Employees, Volunteers, and Contractors of Georgia Public Schools.
5. At the bottom of that page select "Order Now".
6. On the next page, it will then ask you to purchase it... it is FREE but you will need to purchase it. You will need to continue to follow the steps and create a login. This is important because you will get a certificate to print out at the end confirming that you participated.
7. It states that it is a one-hour training. This is the maximum amount of time it should take you. It should only take about 30 minutes.

[https://www.prosolutionstraining.com/content/?id=41/Mandated Reporters Georgia/](https://www.prosolutionstraining.com/content/?id=41/Mandated_Reporters_Georgia/)

Please bring your completed certificate to substitute training.

Thanks.