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@ca.hounschools.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@calhounschools.org
Calhoun City Schools
Volunteer Release Form

www.calhounschools.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 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: ____________________________
CRIMINAL BACKGROUND CHECK CONSENT FORM

I hereby authorize the Calhoun City School System and the Calhoun Police Department to receive any criminal history record information pertaining to me, which may be in the files of any state or local criminal justice agency in Georgia.

FULL NAME: (PRINT)

LAST ___________________________
FIRST ___________________________
M.I. ___________________________
MAIDEN ___________________________

SOCIAL SECURITY # ___________________________
DATE OF BIRTH _____________ SEX _________

ETHNIC/RACE ORIGIN: (Please answer both parts)

PART 1: (ETHNICITY – Choose only one)

____ Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

____ No, Not Hispanic/Latino

PART 2: (RACE(s) -Check all that apply)

____ American Indian or Alaskan Native: (A person having origins in any of the original peoples of North & South America (including Central America), who maintains a tribal affiliation or community attachment.)

____ Asian: (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, & Vietnam.)

____ Black or African American: (A person having origins in any of the original peoples of the Black racial groups of Africa.)

____ Native Hawaiian or Other Pacific Islander: (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

____ White: (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

SIGNATURE ___________________________ DATE _____________

NOTARY SIGNATURE ___________________________
(NOTARY PLEASE USE SEAL)
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.

Printed Name

Signature

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:


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/

Please bring your completed certificate to substitute training.

Thanks.