



Dr. Noris Price

Baldwin County Schools
www.baldwincountyschoolsga.org
Volunteer Information



**Communities
In Schools**

Milledgeville/Baldwin County

Sandy Baxter

Name: _____

Address: _____

Email: _____

Phone: cell _____ Home: _____

Do you prefer: _____ mail _____ email _____ cell _____ home

Have you volunteered with Baldwin Co. BOE before? _____ Where? _____

Emergency Contact Name and Contact Number: _____

Have you ever been convicted of a Felony? _____ yes _____ no

Where would you like to volunteer? (Circle)

Ombudsman Program- Julio Delgado

Midway Hills Academy- Sabrina Farley

GCSU-Benjamin Lewis

Lakeview Primary-Sophie Walters

Baldwin High School-Andrea Herrington

Lakeview Academy-Christy Tyson

Oak Hill Middle School-Amber Palmer

Early Learning Center-Mindee Adamson

Midway Hills Primary-Kemyada Pinkston

How can you help? (Circle)

Willing to serve where needed

Read with a student once a week (K-5th)

Assist in the classroom

Tutor students (various subjects, math, reading, science)

Assist in the office

Mentor Students (6th-12th grade)

Special Event and Programs

Field Trips Field Day (Spring)

Please attach a copy of your photo ID

Baldwin County School District

Shannon Hill
Board Chairman

Lyn Chandler
Vice Chairman

Dr. Noris Price
Superintendent

P.O. Box 1188
110 N. ABC Street
Milledgeville, GA 31059
Ph (478) 453-4176 Fax 457-3327

www.baldwincountyschoolsga.org

Wes Cummings

John Jackson

Dr. Gloria Wicker

Dear Potential Volunteer,

We are excited about your decision to serve as a volunteer within the Baldwin County School District! To provide appropriate training and to safeguard our students and staff, we have a few simple steps that we require our volunteers to follow.

Steps to becoming a volunteer within the Baldwin County School District:

- 1.** Make contact with the building Principal or his or her designee to express your interest in serving as a volunteer. At the elementary school level, the point of contact is the Communities In Schools Coordinator. The contact person for each location is listed on the Volunteer Information Sheet.
- 2.** Complete the BCSD Volunteer Information Sheet, the criminal background check form and the Attestation form for Policy JGI. All forms are attached to this letter. The completed forms, along with a copy of your identification should be returned to the contact person in the school in which you plan to volunteer. If you plan to volunteer at more than one school, please return the form to one location. This process can take up to three weeks, so please allow enough time for processing. State criminal background checks are done annually.
- 3.** After the results of the background check is returned, you will receive notification via telephone. Please be sure to include your telephone number on your volunteer information sheet and criminal background check form.

This entire process can take up to 4 weeks (including criminal background check processing). If you have not received a response after 4 weeks, please contact Judi Battle at judi.battle@baldwin.k12.ga.us or at 478-457-3314.

We look forward to helping you become a volunteer within our school district. Please let me know if you have any questions.

Sincerely,

Judi Battle
Director of Human Resources
Baldwin County School District



BALDWIN COUNTY SHERIFF'S DEPARTMENT

BILL MASSEE, SHERIFF
P.O. Box 830
MILLEDGEVILLE, GA 31059-0830

CRIMINAL HISTORY CONSENT FORM FOR VOLUNTEERS FOR THE BALDWIN COUNTY BOARD OF EDUCATION

REQUIRED EVERY YEAR FOR ALL VOLUNTEERS AT BALDWIN COUNTY BOARD OF
EDUCATION SCHOOLS. *(There is NO CHARGE for this background check.)

*****A COPY OF DRIVER'S LICENSES OR GA ID MUST BE ATTACHED TO
THIS FORM*****

SCHOOL NAME: _____

VOLUNTEER: (LAST NAME) _____ (FIRST NAME) _____ INITIAL _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____

ZIP: _____

RACE _____ SEX _____ DATE OF BIRTH _____

PHONE NUMBER _____ SS # _____

(REQUIRED BY SHERIFF'S DEPT.)

I AUTHORIZE THIS BACKGROUND CHECK BY THE BALDWIN COUNTY SHERIFF'S
DEPARTMENT FOR VOLUNTEERING AT:

BALDWIN COUNTY SCHOOLS JUDI BATTLE/TONYA FOREMAN/DONALD TUFT
NAME OF AGENCY/INDIVIDUAL NAME OF PERSON(S) DESIGNATED TO PICK UP RECORDS

110 N. ABC STREET MILLEDGEVILLE GEORGIA 31061 478-457-3309
MAILING/STREET ADDRESS CITY STATE ZIP PHONE

APPLICANT'S SIGNATURE

DATE

***NOTE:** ANY PERSON VOLUNTEERING FOR OVERNIGHT SCHOOL TRIP(S) WITH THE BALDWIN
COUNTY BOARD OF EDUCATION MUST HAVE A FINGERPRINT BACKGROUND CHECK DONE WITH
THE HR DEPARTMENT OF THE BOE. INFORMATION FOR THIS PROCESS WILL BE PROVIDED BY THE
BOE. A FINGERPRINT MUST BE DONE NO LATER THAN 3 WEEKS PRIOR TO OVERNIGHT
SCHOOL TRIPS. THERE IS A CHARGE FOR THE FINGERPRINT.

In compliance with Georgia law, the Board adopts this policy to protect students from child abuse by requiring school employees to report allegations or evidence of suspected child abuse to the Baldwin County Department of Family and Children's Services (hereinafter referred to as DFCS). The reporting of suspected child abuse will invoke the protection of the State when needed in an effort to prevent further abuses.

All school personnel and those persons volunteering in schools are required to report suspected or alleged child abuse or neglect to appropriate school authorities as soon as reasonably possible. Any employee or volunteer who is aware of allegations of or who suspects child abuse or neglect of any student in the Baldwin County schools shall report this to the building principal (or immediate supervisor at the employee's work site) as soon as reasonably possible. Upon receipt of this information, principals or supervisors or his/her designee shall orally notify DFCS and the Superintendent, or his/her designee, immediately; but in no case later than twenty-four (24) hours from the time of the receipt of the information. The oral report shall be followed by written documentation.

When a principal, supervisor, or the designated delegate thereof receives notification of suspected child abuse, he or she shall not exercise any control, restraint, modification, or make other change to the information provided by the reporter. The principal, supervisor, or the designated delegate thereof may consult others prior to reporting the suspected child abuse and may provide any additional, relevant, and necessary information when reporting the suspected child abuse.

All system personnel who make reports of suspected child abuse or neglect in good faith are immune from any civil or criminal liability. Knowingly and willfully failing to report suspected child abuse or neglect is a misdemeanor under Georgia law.

All school personnel who have contact with students shall receive training in identification and reporting of child abuse and neglect with annual updates.

Volunteer,

Please sign, detach and return this page

Attestation

I attest that I have received a copy of the Baldwin County School District's Policy JGI, Child Abuse or Neglect and fully understand its contents.

Volunteer's Printed Name

Volunteer's Signature

Date