



Baldwin County Board of Education

Human Resources Department

110 N. ABC STREET • MILLEDGEVILLE, GEORGIA 31061
PHONE (478) 457-2979 FAX (478) 457-3360

Dear Potential Volunteer,

We are excited about your decision to serve as a volunteer within the Baldwin County School District. In order to process your application in a timely manner, please adhere to the steps below. This process can take up to three weeks. Therefore, please allow enough time for processing. If your application is needed earlier than that, please contact human resources and inform of the date needed.

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

1. Make contact with the building principal or his/her designee to express your interest in serving as a volunteer.

2. Complete the BCSD Volunteer Information Sheet, (CHRI) Consent/Inquiry Form, and the JGI policy attestation form. Please note: all aforementioned forms are attached to this letter.

3. ***What is needed?*** The attached forms **and** a copy of your state issued identification.

4. After the results of your background check are received, you will receive notification via email and the corresponding building principal will be notified. Please ensure that your email address is updated on the volunteer form.

The entire process can take up to four weeks (including the background process). If you have not received a response after this time, please contact the human resources department as soon as possible. We look forward to helping you become a volunteer within our school district and are excited to provide you with an opportunity to serve our children and community.

Warm regards,

Human Resources

Baldwin County School District

Volunteer Information

Full Name	
Phone Number	
Address	
Email	
Emergency Contact	Name: Relationship: Phone Number:

1. Have you volunteered with Baldwin County School District before? [] Yes or [] No
2. Have you ever been convicted of a felony? [] Yes or [] No

Where would you like to volunteer?

<u>Baldwin Success Academy</u> Antonio Ingram	<u>GCSU</u> [] Dr. Runee Sallad	<u>Baldwin High School</u> [] Christalyn Lewis
<u>Oak Hill Middle School</u> Ronda Dixon	<u>Midway Hills Primary</u> [] Tammie Shinholster	<u>Midway Hills Academy</u> Ronda Dixon
<u>Lakeview Primary</u> Courtney Bentley	<u>Lakeview Academy</u> [] Christi Tyson	<u>Early Learning Center</u> Sophie Walters

BCSD Athletics []
Dexter Ricks

How can you help?

Willing to serve where there is a need	Read with a student once a week (K-5)
Assist in the classroom	Tutor students (various subjects)
Assist in the office	Mentor students (K- 12th)
Special events and programs	Field Trips/ Field Day

Attestation

After reading the required [Board Policy JGI: Child Abuse or Neglect](#), please sign and return this page with your volunteer application. Thank you.

[Redacted]

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

[Redacted]

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

Name-Based Criminal History Record Information (CHRI) Consent/Inquiry Form

I hereby authorize Baldwin County School District to conduct an inquiry for
Agency/Company
 the purpose below and receive any Georgia and/or national CHRI as authorized by state and federal law.

Full Name (print)			
Address			
Sex	Race	Date of Birth	Social Security Number

This authorization is valid for 30 days from date of signature.

I, _____, give consent to the above-named entity to perform periodic criminal history background checks for the duration of my employment.

Signature _____
Date

Attorney for Individual (Purpose Code E and U Only) _____
Bar Number _____
Date

For Law Enforcement Use Only Below This Line

Date of Inquiry: _____ Time of Inquiry: _____ Operator's Initials: _____

Purpose Code Used (check one): Note: Only one inquiry may be performed per consent form.

NON-CRIMINAL JUSTICE PURPOSES	
E	Employment <i>(Including School & Church volunteers/chaperons)</i>
M	Employment direct care with Mentally Ill/Developmentally Disabled
N	Employment direct care with Elderly
W	Employment direct care with Children <i>(School & Church volunteers/chaperons check box E.)</i>
P	Public Record (no consent required)
F	Probate Court/Weapons Carry License
PERSONAL REQUEST (INDIVIDUAL OR THEIR ATTORNEY)	
U	Personal Copy (stamp return "personal copy")
CRIMINAL JUSTICE EMPLOYMENT	
J	Civilian Criminal Justice Employment (state and III data received)
Z	Sworn Criminal Justice Employment (state and III data received)

This inquiry resulted in the following (check all that apply):

	No criminal history available
	Criminal history available (attached/released)
	No NCIC/GCIC Warrant
	Possible NCIC/GCIC Warrant (list Wanting agency below)
	Wanting Agency Name:
	Wanting Agency Telephone: