

Volunteer Eligibility & Correct Process for completing The GCIC Form and The Statement of Confidentiality

1. All individuals that want to volunteer in the Richmond County School System **must** first complete the Mandated Reporter Online Course **before** scheduling Volunteer Training with the Parent Facilitator or Parent Designee at the school they would like to Volunteer.

****All Volunteer's must possess a legal & valid photo ID and be at least 18 years of age.**

2. Upon submitting the Mandated Reporter Certificate of Completion to the Parent Facilitator the volunteer applicants are to attend the scheduled Volunteer Training Class, and complete the GCIC background and Statement of Confidentiality form. (Make Copy of Volunteer's ID)
- The GCIC forms must be completely filled out in **blue ink only**.
 - Please make sure the volunteers print legibly.
 - Remember: **write in the name of the school(s) at which you would like to volunteer. (Maximum of three schools)**
 - Please mark Level 1, 2 or 3 for type of accessibility parent will have with our RCSS student. (See Guidelines for Volunteers if unfamiliar with levels. Each applicant is to receive and sign the Guidelines for Volunteer sheet for their record & school keeps the original)
Level 3 Fingerprints are \$37 by Money Order or Cashier's Check payable to RCSS
 - **The submitted forms must be stapled when sent in for processing.** The order they are to be stapled is **(1) The GCIC form, (2) the Statement of Confidentiality, (3) Volunteer's ID & (4) the Mandated Reporter Certificate and (5) the Fingerprinting Form**
 - **RCSS cannot** accept **faxed** or **scanned** GCIC or Statement of Confidentiality forms.

The normal turnaround time is 7 to 10 days.

Forms will be returned when the process is not followed, which will delay processing for your volunteers

NOTE: Advise parents if there is an event that they would like to participate in, please go to the school to receive Volunteer training at least two weeks prior to the event.