

# **VOLUNTEER INFORMATION**

Parents, Teachers, RCBOE staff this is your guide to becoming a volunteer for Charles T. Walker Traditional Magnet School in the Richmond County School System.



# WHO NEEDS TO BECOME A VOLUNTEER

- ANY Individual who would like to visit the school to help or chaperone ANY field trip would need to go through the volunteer process. THIS INCLUDES, but is not limited to: **ALL Parents, Grandparents, Teachers, Firemen, Policemen, members of the US Armed Forces, Nurses, Doctors, etc.**
- **Level 2 Volunteers** – are non-district personnel who will have direct interaction with students with other adults present at all times. When Level 2 volunteers interact with students, a Richmond County School employee must be present at all times. Level 2 Volunteers will be required to complete the GCIC Background Form and the Mandated Reporter online training, but do not require fingerprinting or GBI/FBI criminal background checks.
- **Level 3 Volunteers** - are non-district personnel **who will have direct, unsupervised interaction** with students. Level 3 Volunteers must be fingerprinted by the Richmond County School System's School Security authorized personnel at 864 Broad Street, Augusta, Georgia. The fingerprinting fee is \$39.25 and is payable by Debit or Credit Card, money order or cashier's check. Also required are the GBI/FBI criminal background check and the Mandated Reporter online training. All steps must occur before volunteer activities begin. *The building Principal shall have the discretion to approve volunteer assignments and pursue any additional screening methods, including, but not limited to, personal interviews and reference checks.*



# VOLUNTEERS VOLUNTEERS VOLUNTEERS

- Charles T. Walker Traditional Magnet School loves to have volunteers to assist with reading, tutoring, and field trips. However, there are some guidelines that need to be adhered to:
  - **NO PARENT** can attend field trips who **HAS NOT** completed the volunteer training.
  - Trainings are scheduled in advance, review the dates and find one that is conducive to your schedule. If you are not able to attend any of the scheduled classes, you may attend virtual classes at RCBOE or classes at any other Richmond County School.
  - You **MUST** complete the Mandated Reporter Training **PRIOR** to attending the class. Send certificate to [LeeKe@Richmond.K12.GA.us](mailto:LeeKe@Richmond.K12.GA.us)
  - You **MUST** be on time for training. No late admissions will be allowed. If you are late, you will have to reschedule the class. Sign on at least 10 minutes prior to class time to ensure promptness.
  - Classes are virtual. All paperwork needs to be completed after the class. You will receive an email with next steps after class completion.



# VOLUNTEER INFORMATION

## Current Volunteers

- Complete Mandated Reporter Online Class
- Verification of Current Status i.e. copy of card for recertification
- Make an appointment to obtain paperwork for Background check
- If applying for Level 3 Volunteer status, additional information will be given to you upon completion of the background check

## New Volunteers

- Register and complete Mandated Reporter Online Class
- Register for ONLINE Volunteer Class  
Submission of MR Certificate is required prior to complete registration of class
- Upon completion of Online Volunteer Class, participants will receive an email with next steps



# VOLUNTEER PROCESS

- Register for classes at least ONE month prior to your child's field trip, as the process is 7 to 10 school days
- Classes are limited and are listed for each semester. Review and find the one that fits your schedule best.
  - **DO NOT** wait until the last minute to try to take class and obtain paperwork to become a LEVEL 3 volunteer, as the process may not be completed in time.
- Register and complete Mandated Reporter Online Class
- Register for ONLINE Volunteer Class  
Submission of MR Certificate is required prior to complete registration of class
- Upon completion of Online Volunteer Class, participants will receive an email with next steps



# RCBOE EMPLOYEES AND SUBSTITUTES

## **YES, you must receive Volunteer Approval**

- Locate your Parent Facilitator or Designee in your building for steps to be approved

## **RCBOE Retired teachers, RCSS substitutes, Kelly Services**

- Locate your Parent Facilitator or Designee in the school where you are currently working or for which you wish to volunteer



# SCHEDULE OF CLASSES

## September to December

- September 5 @ 9:00 am & 12:00 pm
- October 6 @ 9:00 am & 12:00 pm
- November 1 @ 9:00 am
- December 6 @ 9:00 am

## January to March

- January 4 @ 9:00 am
- February 20 @ 9:00 am & 12:00 pm
- March 8 @ 9:00 am & 12:00 pm

