



## **Volunteer Clearance Process:**

All individuals wishing to volunteer in the Richmond County School System must complete a criminal history background check - no exceptions.

Contact must be made with the school Volunteer Coordinator or Designee for specific details, but the process for Volunteer prospects consists of three steps:

1. Take the online "Mandated Reporter" class & print out your certificate. If you don't have a printer, you can log into your account at the school to print your certificate. The link is: [Mandated Reporter Training Info & Link](#)
2. Undergo the "Volunteer Training Class" at the school you wish to volunteer.
3. Fill out the GCIC Inquiry form for the criminal background check & the Statement of Confidentiality.

### **\*\*\* Prospective volunteers should be advised The GCIC Inquiry processing time is 7-10 business days.**

Your completed packet is then sent to the Parent & Family Engagement Specialist, Sonia England, who then forwards the forms to the Department of School Safety for the criminal background check. If you are approved, the Volunteer Coordinator or Designee at the school receives an email of your clearance. Upon the GCIC clearance the Volunteer Coordinator will notify you, the applicant, of your clearance status. Then the Volunteer Coordinator will distribute the Volunteer ID cards once they have been sent from Central Office.

The Parent & Family Engagement Specialist - [Sonia England](#) may be contacted via this email link.

*"Volunteers are not paid because they are worthless, but because they are priceless." Author unknown...*

**For further information, contact the Parent Facilitator at the school you wish to volunteer at during regular school hours.**