



## VOLUNTEER-CANDIDATE PROTOCOL

*In accordance with House Bill 1176, which amended State Statute O.C.G.A. 19-7-5, **volunteers** in public schools are now Mandated Reporters of Child Abuse. O.C.G.A. 19-7-5 is designed for the protection of children whose health and welfare are adversely affected and further threatened by the conduct of those responsible for their care and protection. With those changes in mind below is the protocol for becoming a school site volunteer.*

### CANDIDATE PROTOCOL

1. Pick-up a *Volunteer/Criminal History Consent Form* from the parent liaison or administrator at the preferred school site, the Office of Safety and Security, or the school district website.
2. View the Mandated Reporting video at the preferred school site.
3. Volunteer-candidates must complete the applicant portion only of the *Volunteer/Criminal History Consent Form* and submit to the parent liaison or administrator at the desired school sites. **The applicant's signature verifying training and notification of Mandated Reporter status must be notarized at the school.** (no fee)
4. The parent liaison/school site administrator will assess the request and identify the **Level** of volunteerism sought by the candidate.
  - **Level 1** – The volunteer will be escorted/supervised by district personnel at all times.
  - **Level 2** – The volunteer will have direct interaction with students but will be supervised by district personnel at all times.
  - **Level 3** – The volunteer will have direct, unsupervised interaction with students.
5. School sites and/or the applicant will **bring** all *Volunteer Forms* to the Office of Safety and Security for background checks (Level 2) or fingerprinting (Level 3).
  - Background checks are free.
  - Fingerprint checks are \$45.
6. Volunteer-candidates must wait for confirmation of approval or denial from the school site (parent liaison, administrator or designee). **Volunteer should not proceed to volunteer until approval is given.**

*Volunteer services are appreciated and valued by the district. However, a volunteer should never act in the capacity of an employee. This includes disciplining students, handling sensitive documents, or handling any machinery/tools used in the day-to-day operation of the facility.*