



Volunteer Application/Criminal Background Consent Form

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.

I. VOLUNTEER APPLICANT INFORMATION

Please Print **FILL FORM OUT COMPLETELY**

Full Name _____
(Last) (First) (Middle)

Address: _____
(Number) (Street) (Apt.) (City) (State) (Zip)

Phone: _____ **SSN#:** _____

Date of Birth: _____ **Birth Place:** _____

Height: _____ **Weight:** _____ **Eye Color:** _____ **Hair Color:** _____ **Gender:** _____ **Ethnicity:** _____

Please indicate the area(s) in which you will volunteer:

Kindergarten Readiness	3 rd Grade Reading / Numeracy	5 th Grade Reading / Numeracy	8 th Grade Reading / Numeracy
High School Graduation	Post-Secondary Enrollment	Post-Secondary Completion	Post-Secondary Completion
Chaperone <input type="checkbox"/>	Escorting (other students) <input type="checkbox"/>	Other (Please list below) <input type="checkbox"/>	

Name of School (list only one school): _____

II. VOLUNTEER APPLICANT ACKNOWLEDGEMENT STATEMENTS

I hereby acknowledge that I received and read the second page of this document regarding mandated reporting and understand my mandated reporting responsibilities as a Clayton County School District volunteer. I hereby authorize Clayton County Public School's Department of Safety and Security to obtain any Criminal history record information pertaining to me which may be in the files of any state and/or national criminal justice agency.

Applicant Signature: _____ **Notary:** _____

Criminal History Check Complete: yes ☐ no ☐ **Completed By:** _____

III. SCHOOL DESIGNATION VOLUNTEER LEVEL

Level 1: _____ **Level 2:** _____ **Level 3:** _____ **School Official Signature:** _____

IV. SCHOOL ADMINISTRATOR OR DESIGNEE:

Approved _____ **Denied** _____ **Signature:** _____

Did you know you are a mandated reporter?

- O.C.G.A § 19-7-5:
 - Requires you to report suspicions of abuse
 - Provides immunity from liability
 - Has a penalty for failure to report
- All employees and volunteers are mandated reporters who are directed by law to report suspicious concerns of child abuse through verbal notice, written communication, or some other form.
- As a mandated reporter you are required to immediately report any suspicious child abuse to the school Administration.
- After reporting the suspicious child abuse, it is the Administration or their designee's responsibility to report the suspected abuse to the appropriate state or local agencies.
- There are no legal consequences for any child abuse report that is reported in good faith.
- Failure to report when you suspect a child is being abused is a misdemeanor under Georgia law.

As a mandated reporter, if you see something, say something. If you know or suspect something, say something. It's the law.

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby authorize _____ Clayton County Public Schools _____ to conduct an inquiry for
Agency/Company
the purpose listed below and receive any Georgia and/or national criminal history record information
as authorized by state and federal law.

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

Email Address _____

☐ This authorization is valid for _____ N/A _____ 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

N/A

Date

N/A

Attorney for Individual (Pur E and U Only)

Bar Number

Date

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

Purpose Code Used: (check one)

NON-CRIMINAL JUSTICE PURPOSES	
<input type="checkbox"/>	E - Employment
<input type="checkbox"/>	M - Working with Mentally Disabled
<input type="checkbox"/>	N - Working with Elderly
<input checked="" type="checkbox"/>	W - Working with Children
<input type="checkbox"/>	P - Public Records (no consent required)
PERSONAL REQUEST (INDIVIDUAL OR THEIR ATTORNEY)	
<input type="checkbox"/>	U - Personal Copy
CRIMINAL JUSTICE EMPLOYMENT	
<input type="checkbox"/>	J - Civilian Criminal Justice Employment (State & III Info Received)
<input type="checkbox"/>	Z - Sworn Criminal Justice Employment (State & III Info Received)

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

<input type="checkbox"/>	No Criminal Record Available
<input type="checkbox"/>	Criminal Record (Attached/Released)
<input type="checkbox"/>	No NCIC/GCIC Warrant
<input type="checkbox"/>	Possible NCIC/GCIC Warrant (List Wanting Agency Below)

Wanting Agency Name: _____

Wanting Agency Telephone: _____

Agency Designee Signature and Title



VOLUNTEER GUIDELINES

Basic Information

Each volunteer is a mandated reporter. Mandated reporter training is required for all volunteers. Please see building administrator for additional information on training. Criminal background checks are required for volunteers who may have unsupervised contact with students. Principals and/or their designee are expected to follow the process as stated in the student handbook for visitors and volunteers. Principals are expected to follow the guidelines when making and approving of the assignments of non-district personnel.

Georgia Law, O.C.G.A. § 42-1-15. Restriction on registered offenders residing, working, or loitering within certain distance of child care facilities, churches, schools, or areas where minors congregate; penalty for violations; civil causes of action.

(c) (1) On and after July 1, 2008, no individual shall be employed by or volunteer at any child care facility, school, or church or by or at any business or entity that is located within 1,000 feet of a child care facility, a school, or a church if the commission of the act for which such individual is required to register occurred on or after July 1, 2008. Such distance shall be determined by measuring from the outer boundary of the property of the location at which such individual is employed or volunteers to the outer boundary of the child care facility, school, or church at their closest points.

All background checks are valid for a calendar year consisting of 365 days from the point and time of the initial running of the check. For example, if you submitted an application and a check was conducted on September 30, 2016, it would be valid until September 30, 2017. Any date and time following September 30, 2017 would require a new background check.

Level 1

Level 1 volunteers are non-district personnel who will have no direct interaction with students such as volunteers working on playground construction areas or assisting with facilities maintenance when school is not in session. Level 1 volunteers and visitors do not require criminal background checks.

Will be escorted/supervised at all time

Level 2

Level 2 volunteers are non-district personnel, who will have direct interaction with students and will be supervised by Clayton County Public Schools (CCPS) personnel. When Level 2 volunteers interact with students, a CCPS employee must be present at all times. Level 2 volunteers will require a GBI criminal background check. Clayton County Public Schools Police Department (CCPSPD) shall check the volunteers' names in the Georgia Crime Information Center as well as the Federal Sex Offender Registry. Registered sex offenders may not volunteer under any circumstances. Examples of Level 2 volunteers include classroom helpers and in-class tutors.

There will be no charge for the above criminal background check.

Level 3 (Georgia Law, O.C.G.A. 35-3-34.2)

Level 3 volunteers are non-district personnel who will have direct, unsupervised interaction with students. Level 3 volunteers shall be fingerprinted by the Clayton County Public Schools Police Department (CCPSPD) who shall check the volunteers' names in the Georgia and federal sex offender registries and have a GBI/FBI Criminal background check on file prior to service. Payment for the record check must be provided by the volunteer or a sponsoring organization. School administrators shall have the discretion to pursue any additional screening methods, including, but not limited to, personal interviews and reference checks. Level 3 volunteers must be approved by CCPSPD, prior to participating in activities involving direct, unsupervised interaction with students.

Examples of Level 3 volunteers include chaperones on overnight field trips who will have any unsupervised interaction with students and mentors who will have unsupervised interaction with students.

As of July 1, 2015, a forty-five (\$45.00) dollar fee will be charged for the criminal background check in accordance with GBI/FBI processing.

The conviction of a crime (felony or misdemeanor) will not automatically disqualify a person from volunteering in a school. Each situation will be considered individually. Completed forms are maintained in a confidential manner at the district and/or schools office.

The district requires criminal checks on any volunteers who meet the following criteria.

- The volunteer will have unsupervised contact with students;
- The volunteer has a regular and ongoing assignment at the school;
- The volunteer will be off campus with students;
- The volunteer is a mentor to a student or students;
- The volunteer is a coach, activity director, or sponsor.

The Office of Safety & Security/Clayton County Public School Police Department (CCPSPD) will coordinate volunteer background checks for the district and will be responsible for:

- Conducting the criminal records check in a confidential manner;
- Ensuring schools receive notification of the applicant results through written documentation accompanied with the original application in a timely manner.
- Maintaining a list of all volunteers checked each school year;
- Supplying schools with copies of volunteer interest forms, criminal background check forms and CCPS volunteer guidelines upon request;
- Ensuring volunteers are encouraged to report all arrest(s) that occur subsequent to their approval as a volunteer.

An individual who disagrees with any decisions regarding their status as a volunteer that results from the criminal background check may appeal that decision to the Principal of the school in which they are seeking approval from.