

# Greenville County School District



## **Volunteer Application Submission Process**

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## Volunteer Application Process

Greenville County Schools (GCS), in an effort to ensure the safety of all of our students, is implementing additional security checks for school volunteers. Effective immediately, all volunteers must submit an application to the district and receive clearance from the district before interacting with children in the school or chaperoning any school field trip.

Our primary responsibility is to safeguard our children and ensure we are in compliance with the identified guidelines. Thank you for your cooperation as we work with our stakeholders to complete this process. All volunteers will be required to remain in the presence of a GCS employee at all times until applications for Volunteer II are approved.

Please feel free to contact your child's school if you have questions.

The screenshot shows the 'Welcome' page of a 7-step application process for Greenville County Schools. At the top, the logo for Greenville County Schools is displayed with the tagline 'Where Enlightening Strikes!'. Below the logo is a progress bar with seven numbered steps: 1 (Welcome, highlighted in orange), 2 (Personal Information), 3 (School Preferences), 4 (Functions), 5 (Organizations), 6 (Disclaimer), and 7 (Done). The main content area is titled 'Welcome to Greenville County Schools' and contains 'School Visitor and Volunteer Guidelines'. The guidelines state that Greenville County Schools (GCS) is implementing additional security checks for school volunteers and that all volunteers must submit an online application and receive clearance from the district before volunteering. Volunteers are identified by two categories: Level I or Level II. The guidelines list four requirements for Level I volunteers and four for Level II volunteers. A closing paragraph states the primary responsibility is to safeguard children and ensure compliance with guidelines, thanking the user for their cooperation. At the bottom of the page, there are two buttons: 'Cancel Application' and 'Next'.

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## Welcome to Greenville County Schools

### School Visitor and Volunteer Guidelines

Greenville County Schools (GCS), in an effort to ensure the safety of all of our students, is implementing additional security checks for school volunteers. Effective immediately, all volunteers must submit an online application and receive clearance from the district before volunteering at any school or chaperoning any school field trip. Volunteers are now identified by two different categories: Level I or Level II. Please review the details below:

**Level I Volunteer:**

1. Complete this online application and select the functions you are interested in.
2. You must sign in each time you volunteer at school during which a Sex Offender Registry check is conducted.

**Level II Volunteer:**

1. Complete this online application, select the functions you are interested in, and pass the criminal background check.
2. You must sign in each time you volunteer at school during which a Sex Offender Registry check is conducted.
3. Chaperones for field trips and those functions that may permit one-on-one contact with students are required to be Level II volunteers.
4. The Criminal Background Check does not pull or review your credit history in any way. Background checks are good for three years.

Our primary responsibility is to safeguard our children and ensure we are in compliance with the identified guidelines. Thank you for your cooperation as we work with our stakeholders to complete this process. All volunteers will be required to remain in the presence of a GCS employee at all times until applications for Level II are approved. Please feel free to contact your child's school if you have questions.

Cancel Application Next

Figure 1 - Step 1: Welcome Page

After reviewing the text on the welcome page, click on the **Next** button to begin the application process.

The screenshot shows the 'Personal Information' step of a 7-step registration process for Greenville County Schools. The steps are: 1. Welcome, 2. Personal Information (current), 3. School Preferences, 4. Functions, 5. Organizations, 6. Disclaimer, and 7. Done. The form contains the following fields:

Field	Required
First Name	Yes
Middle Name	No
Last Name	Yes
Maiden Name	No
Gender	Yes
Date Of Birth	Yes
Address Line 1	Yes
Address Line 2	No
City	Yes
State	Yes
Zip Code	Yes
Phone Number	Yes

Navigation buttons at the bottom: Previous, Cancel Application, Next.

Figure 2 - Step 2: Personal Information

Collecting your personal information is a part of the process and is used to conduct background checks. For Volunteer I functions a check against the National Sex Offender Registry is conducted, Volunteer II functions also include a criminal background check. Please fill in all fields that have a red asterisk which indicates a required field. Click **Next** to continue.

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Please select the schools at which you wish to volunteer

☐ All Schools (district-wide)

Elementary Schools

☐ All Elementary Schools☐ A.J. Whittenburg Elementary☐ Alexander Elementary☐ Armstrong Elementary

☐ Augusta Circle Elementary☐ Beck Academy☐ Bell's Crossing Elementary

☐ Berea Elementary☐ Bethel Elementary☐ Brook Glenn Elementary☐ Brushy Creek Elementary

☐ Bryson Elementary☐ Buena Vista Elementary☐ Carolina Academy☐ Chandler Creek Elementary

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Figure 3 - Step 3: School Selection

This step will allow you to select your School Preferences. Select those schools you plan on volunteering at, if you don't know select All Schools. Click **Next** to continue.

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Please select the functions from the list below (select all that apply)

Functions available at all schools (functions are activities for which you can volunteer)

<input type="checkbox"/> Athletics	<input type="checkbox"/> Cafeteria Helper	<input type="checkbox"/> Field Trip Chaperone (Vol. II)	<input type="checkbox"/> Classroom Helper
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Hall Monitor	<input type="checkbox"/> Library Helper	<input type="checkbox"/> Concessions
<input type="checkbox"/> Office Helper	<input type="checkbox"/> Tutor (Vol. II)	<input type="checkbox"/> Store Helper	<input type="checkbox"/> Mentor (Vol. II)
<input type="checkbox"/> Career Speaker	<input type="checkbox"/> Contractor/Vendor	<input type="checkbox"/> Field Day	<input type="checkbox"/> After School Program
<input type="checkbox"/> Lunch	<input type="checkbox"/> Meeting	<input type="checkbox"/> Health Room	<input type="checkbox"/> Guest/Visitor
<input type="checkbox"/> School Store	<input type="checkbox"/> Student Helper	<input type="checkbox"/> Substitute	<input type="checkbox"/> PTA
<input type="checkbox"/> Coach	<input type="checkbox"/> General		<input type="checkbox"/> Temp Faculty

Previous   Cancel Application   Next

Figure 4 - Step 4: Function Selection

Select the functions that you will volunteer for at the school. Those functions with (Vol. II) in the label will require a criminal background check to be conducted and passed. Click **Next** to continue.

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Please select the organization(s) on behalf of which you are volunteering (if not applicable, select "None")

Organizations associated with all schools

<input type="checkbox"/> YMCA	<input type="checkbox"/> Big Brothers / Big Sisters	<input type="checkbox"/> Coca Cola	<input type="checkbox"/> Costco
<input type="checkbox"/> DHEC	<input type="checkbox"/> Encore	<input type="checkbox"/> Dell	<input type="checkbox"/> DSS
<input type="checkbox"/> Orkin	<input type="checkbox"/> Palmetto's Finest	<input type="checkbox"/> Jostens	<input type="checkbox"/> Michelin
<input type="checkbox"/> Virtucom	<input type="checkbox"/> Ward Services	<input type="checkbox"/> Sharp	<input type="checkbox"/> Trane
		<input type="checkbox"/> Other	<input type="checkbox"/> None

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Cancel Application

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Figure 5 - Step 5: Organization Selection

If you are volunteering for an organization please indicate that by checking the box on this page. If you are not please check the None box and click on **Next** to continue.



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Please read the disclaimer below and provide your signature

Greenville County Schools ("the Company") may obtain information about you for purposes of evaluating your application for a volunteer position from a consumer reporting agency ("Agency"). JD Palatine, 301 Grant Street, Suite 3400, Pittsburgh, PA 15219 (877) 745-8525 ext. 1, or another outside organization. Agency's privacy policy can be found at <http://www.jdpalatine.com/privacy-policy/>.

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the procurement of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am selected as a volunteer, throughout my volunteer service. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by JD Palatine, 301 Grant Street, Suite 3400, Pittsburgh, PA 15219 (877) 745-8525 ext. 1, [www.jdpalatine.com](http://www.jdpalatine.com), another outside organization acting on behalf of Greenville County Schools ("the Company"), and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

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Next

Figure 6 - Step 6: Disclaimer

The final step is to review the disclaimer and then electronically sign the application. Please read and scroll through the text.

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another outside organization acting on behalf of Greenville County Schools ("the Company"), and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I understand that by signing my name and clicking on the "Next" button below, constitutes my electronic signature, dated as of when I click on the "Next" button, and that by doing so:

I am authorizing JD Palatine to conduct the background check(s) described above I am consenting to use electronic means to sign this form and have read and understand the above disclosure I acknowledge I may request a hard copy of this Disclosure and Authorization form after agreeing to the background check electronically by calling JD Palatine at Phone: (877) 745-8525 ext. 1.

Use your mouse to sign the form."

Name

William Brown

Signature \*

By signing your name you agree to all the above statements. Use the mouse or touch screen to sign.


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Cancel Application

Next

Figure 7 – Step 6: Signature Page

Using your mouse, hold down the left button while drawing in the Signature box. You can undo a brush stroke if you like. Once completed press the **Next** button.

  
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another outside organization acting on behalf of Greenville County Schools ("the Company"), and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I understand that by signing my name and clicking on the "Next" button below, constitutes my electronic signature, dated as of when I click on the "Next" button below:

☐ I'm not a robot   
reCAPTCHA  
Privacy - Terms

I am authorizing JD Palatine to conduct a background check on me. I understand that the above I am consenting to use electronic means to sign this form and to acknowledge I may request a hard copy of this Disclosure and Authorization form after agreeing to the background check electronically by calling JD Palatine at Phone: (877) 745-8525 ext. 1.


Use your mouse to sign the form."

**Name**

William Brown

**Signature \***

Undo last stroke




By signing your name you agree to all the above statements. Use the mouse or touch screen to sign.

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Figure 8 - Step 6: Confirmation Step

The application system will then determine if the information was entered by a person and not some automated process. Click on "I'm not a robot" to proceed. An additional check may be required in the form of a puzzle to be completed.



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Thank You!

Your volunteer application has been successfully submitted and will be reviewed per the district's volunteer policy. In the near future, you will be notified as to your volunteer status by email. If you have submitted an application for a Volunteer II level position your application may take additional time to review.

Thank you,

Greenville County Schools

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Finish

Figure 9 - Step 7: Thank You!

Thank you for submitting your application, please check your email for notification when your application has been approved or any additional steps that may be required.