Greenville County School District



Volunteer Application Submission Process

Greenville County Schools - Copyright © 2012 - 2017. All rights reserved.

The material may not be reproduced, distributed or otherwise used, except with the express prior permission of
The School District of Greenville County

Contents

Volunteer Application Process	3
Figure 1 - Step 1:Welcome Page	4
Figure 2 - Step 2: Personal Information	
Figure 3 - Step 3: School Selection	
Figure 4 - Step 4: Function Selection	
Figure 5 - Step 5: Organization Selection	
Figure 6 - Step 6: Disclaimer	
Figure 7 - Step:6 Signature Page	
Figure 8 - Step 6: Confirmation Step	
Figure 9 - Step 7: Thank You!	

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.

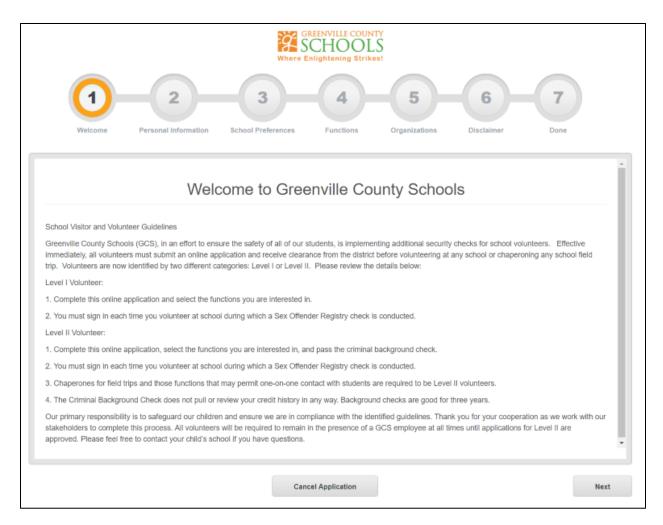


Figure 1 - Step 1: Welcome Page

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

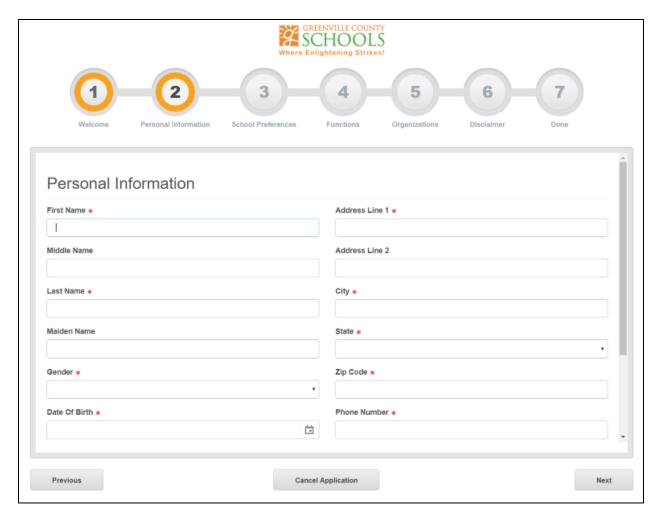


Figure 2 - Step 2: Personal Information

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.

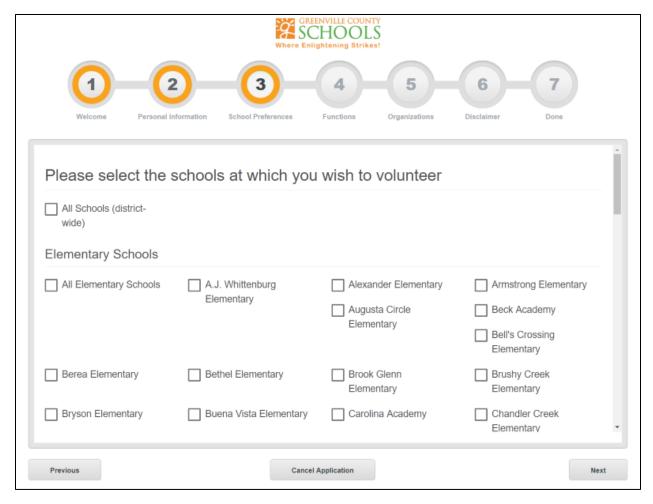


Figure 3 - Step 3: School Selection

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.

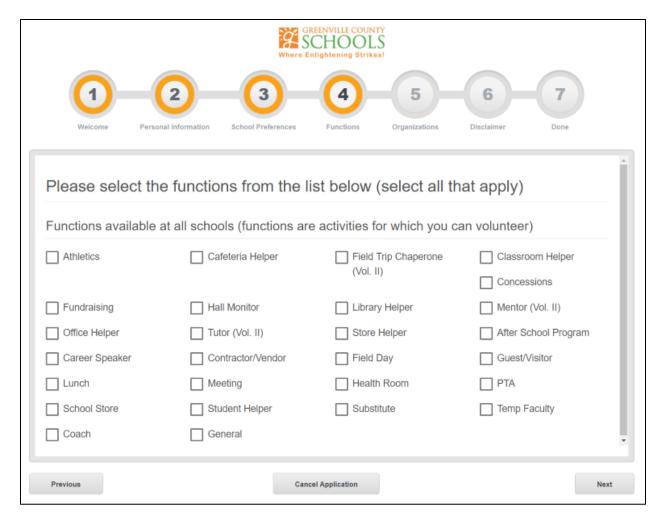


Figure 4 - Step 4: Function Selection

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.



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.

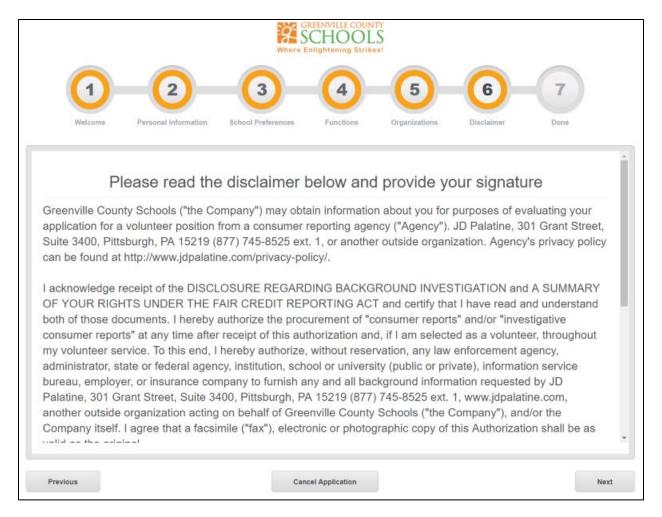


Figure 6 - Step 6: Disclaimer

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

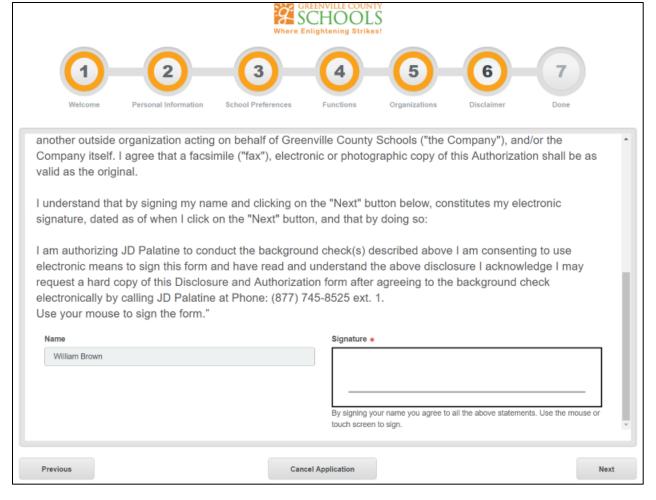


Figure 7 – Step 6: Signature Page

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.

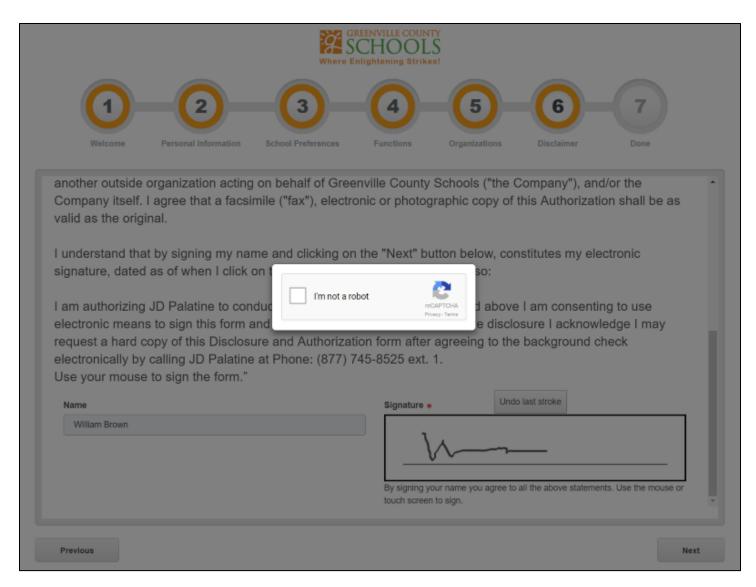


Figure 8 - Step 6: Confirmation Step

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.

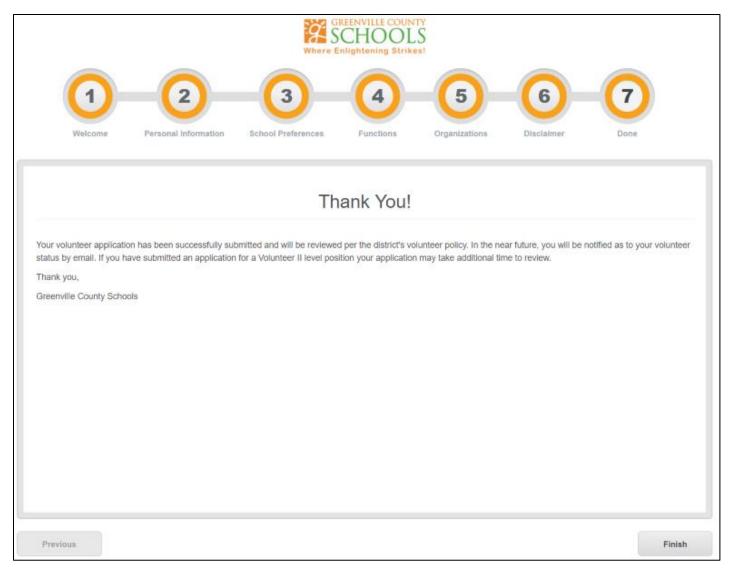


Figure 9 - Step 7: Thank You!

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.