



# HOLY TRINITY CLASSICAL CHRISTIAN SCHOOL



## Get Involved!

Dear Parent or Friend of Holy Trinity:

We have had a great start to the school year!

The Mission Statement of Holy Trinity opens as follows, "The mission of Holy Trinity Classical Christian School is to be distinctly classical and distinctively Christian. *We will enter a partnership with parents as we educate students, grades Preschool-12<sup>th</sup>.*" We are grateful for the many, many volunteers who helped us get the building ready for the school year, and we know that many of you would like to get involved in helping the school. We realize that each of our families is unique – with its own priorities, needs, talents, and time constraints -- and so we are trying to provide as many different kinds of opportunities for parental involvement as possible. Please review the volunteer opportunities suggested below, and check any you are interested in -- or tell us what you would like to do.

A background check will be processed for each person who will be volunteering. Please return the **Get Involved!** Form, the **Volunteer Application/Background Check** Form, and the **Volunteer Code of Conduct** Form to the main office. You will receive a call from the school once your volunteer status becomes active.

- Share curriculum related pictures and souvenirs from a personal or family trip.
- Share a talent, interest, or hobby.
- Tutor individuals or small groups of students.
- Publish a school or classroom newsletter.
- Custodial support, i.e. mopping, sweeping, or dusting hallways or classrooms (after school)
- Volunteering in the front office.
- Manage a classroom project.
- Chaperone a field trip.
- Organize or participate in a special event.
- Assist with lunch supervision and clean up.
- Assist Ms. Anna Booman with art.
- Organize a school fundraiser.
- Offer to donate books, art materials, musical instruments, games.... the list is endless.
- Make a lunch run for teachers.
- Assist with Recess supervision
- Become a Teacher's helper. Specify grade: \_\_\_\_\_
- Correct papers.
- Landscape / Beautification projects, i.e. weeding the front beds, occasional trimming, etc.
- Offer to assist with handyman projects.
- Assist with library.
- Assist with Box Top program.
- Other \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ When can you be reached at this number? \_\_\_\_\_

What days and times are you available to volunteer? \_\_\_\_\_



# HOLY TRINITY CLASSICAL CHRISTIAN SCHOOL

School Year: 2015-2016

## School Volunteer Application / Background Consent Form



Date \_\_\_\_\_ Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_

Full Name \_\_\_\_\_  
(First) Middle Last

Address \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Street) City Zip Mo/Day/Yr

Home/Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Notify in Case of Emergency \_\_\_\_\_  
(Name) (Phone)

Current Employment \_\_\_\_\_  
(Employer's Name) (Address) (Phone)

Personal Reference \_\_\_\_\_

Do you have any criminal charges pending against you? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have you ever been **convicted**\* of a felony or misdemeanor? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have you ever been **convicted**\* of a sex, drug or weapon related offense? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you required to register as a sex offender under Penal Code 290.95 \_\_\_\_\_ YES \_\_\_\_\_ NO

*\*Conviction includes a finding of guilty by a court in a trial with or without a jury or plea or verdict of guilty.*

If "YES" please explain: \_\_\_\_\_

Parent Volunteers: Please check whether you plan to drive  
for a field trip during the school year. \_\_\_\_\_ YES \_\_\_\_\_ NO

Please list the name(s) of your child(ren): \_\_\_\_\_

For security reasons, a background check will be conducted by school site staff. Volunteer assignments may be terminated if service is unsatisfactory or no longer needed by the school. You may not volunteer if you are required to register as a sex offender under South Carolina law.

I give my permission to have my personal and professional references researched and hold the school and any individuals providing the school with information harmless. By signing my name below, I declare under penalty of perjury, that all the information on this application is true and correct. I also declare that I have read and agree to follow the "Volunteer Code of Conduct."

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TO BE COMPLETED BY SCHOOL ADMINISTRATION:

TB test completed (Date): \_\_\_\_\_  
(if applicable)

Get Involved! Form - Received: \_\_\_\_\_

Volunteer Application /  
Background Consent - Received: \_\_\_\_\_

Background Check - Cleared: \_\_\_\_\_

Volunteer Service Ended: \_\_\_\_\_

#### Reason for Leaving:

- Child no longer at school
- Moved  Illness
- Employment  Requested to Leave
- Other \_\_\_\_\_

**VOLUNTEER APPLICATIONS SHOULD BE FILED AT THE SCHOOL SITE WITH BACKGROUND CLEARANCE DOCUMENTATION AND SAVED FOR 3 YEARS.**



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## VOLUNTEER CODE OF CONDUCT

(This document defines the school's expectations for all school volunteers)

### As a volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the main office.
2. I will wear or show volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not contact students outside of school hours without permission from the students' parents.
6. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental AND administrative approval.
7. I will maintain confidentiality outside of school and will share with teachers and/or school administrators **any** concerns that I may have related to student welfare and/or safety.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree to follow the school's procedure for screening of volunteers.
11. I agree to notify the school headmaster if I am arrested for a misdemeanor or felony sex, drug or weapon related offense.
12. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

**I agree to follow the Volunteer Code of Conduct at all times or cease volunteering immediately.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_