

CHARLOTTE-MECKLENBURG SCHOOLS VOLUNTEER PROFILE FORM

Date: _____

Last Name	First	Maiden Name/MI
Home Street Address	City	Zip
Employer	e-mail Address	
Business Street Address	City	Zip
Home Telephone	Business Telephone	Ext.

SPECIAL SKILLS, TALENTS OR INTERESTS you have that might be helpful in a school setting:

PREVIOUS SCHOOL VOLUNTEER EXPERIENCE: (Please include locations, dates, activities)

How often are you available to volunteer? Once a week Once a month Every other week Periodically	What size group do you prefer? Individual (one-on-one) Small class (11-30) Small group (2-10) Large class (31-50) Large group (51-500)
List day of week available _____	
How long are you available to volunteer on each visit? (not including travel time) One hour Three hours Two hours All day	What grade do you prefer? Preschool (age 4) K-Grade 2 (ages 5-7) Grades 6-8 (ages 12-14) Grades 3-5 (ages 8-11) Grades 9-12 (ages 15-18)
What time of day are you available? 7:00-9:00 AM Noon-3:00 PM 9:00 AM-Noon 3:00-6:00 PM Lunch time only After 6:00 PM	Where would you prefer to volunteer? At a school nearest your Home Workplace Other
List specific location _____	

Task Assignment Preferred: _____ Task Assignment Confirmed: _____
School Use Only

Please return completed form to: Charlotte-Mecklenburg Schools---Department of Volunteers & Partnerships
Pat Robson, Coordinator of Volunteers
PO Box 30035, Charlotte, NC 28230
(704)343-6245

Please Complete Page 2 of Volunteer Profile Form if you are Level 3 or 4 Volunteer

This form may be accessed on CMS website at: www.cms.k12.nc.us

Form Date 02/09/01

**CHARLOTTE-MECKLENBURG SCHOOLS
VOLUNTEER PROFILE FORM**

In order to encourage parent and community involvement while assuring the safety of the children, CMS has implemented a volunteer screening policy. All volunteers are required to complete a CMS Volunteer Profile form. The level of screening for volunteers is reflective of the degree of supervised vs. unsupervised involvement with a child. Additional screening tools will be determined based on the volunteer activity:

- If the volunteer position involves contact with students under limited supervision by school staff (i.e., reading buddy or tutoring in separate room, coaching students, field trip chaperone), the volunteer screening may include reference checks and/or criminal background checks.
- If the volunteer position allows unsupervised contact with student/s on or off campus (i.e., mentoring, field trip chaperone sharing a room with students), the volunteer screening may include reference checks, finger printing, criminal background checks and, if appropriate, driving history records.

Please complete the following information:

Three non-family references (Please print):

1. Name _____ Relationship _____

Address _____

Street City State Zip
Phone _____ How long have you known this person? _____

2. Name _____ Relationship _____

Address _____

Street City State Zip
Phone _____ How long have you known this person? _____

3. Name _____ Relationship _____

Address _____

Street City State Zip
Phone _____ How long have you known this person? _____

Your birthday _____ Your Social Security Number _____
Month Day Year Required for Level 4 Screening

Your Driver's License Number _____
Required if transporting students Number State

I authorize the Coordinator of Volunteers at Charlotte-Mecklenburg Schools to:

- ◆ Contact the references that I have listed _____ (Initial Here)
- ◆ Perform criminal background check _____ (Initial Here)
- ◆ Check driving history _____ (Initial Here)

I agree, if requested, to provide:

◆ Fingerprinting (at convenient time/place arranged by school officials) _____(Initial Here)

My signature below indicates my permission for the Coordinator of Volunteers at Charlotte-Mecklenburg Schools to check the information authorized by my initials above. My signature also indicates that all information provided on this form is, to the best of my knowledge, true and accurate.

Signed: _____

Date: _____

The Charlotte-Mecklenburg Schools is an Equal Opportunity agency. As such, in compliance with and as required by federal and state law, all volunteer applicants are considered without regard to race, color, religion, national origin, sex, age or disability.

Form Date 02/09/01

<p style="text-align: center;">CHARLOTTE-MECKLENBURG SCHOOLS VOLUNTEER REFERENCE INQUIRY</p>

Please respond promptly. Volunteer placement is contingent on receipt of references.

_____, applied to volunteer at
_____(list school/CMS Department) and listed you as
a reference. Please complete the following information and return to:

School Name and Contact Person

School Address and Phone Number

How long have you known the applicant and in what capacity?

Do you think this applicant would work well with children?

What makes this applicant a suitable candidate to volunteer with children?

Do you know any reason this applicant should not volunteer with children?

SIGNATURE: _____

Name: (Please print) _____ Phone () _____

Address: _____ State _____ Zip _____

Thank you for your attention to this matter.

Volunteer Screening Exhibit

Position Description	Screening Tools	Possible Examples	Responsible Party
LEVEL 1			
<p>Task takes place under supervision and involves little or no student contact</p> <p style="text-align: center;">Descriptors</p> <ol style="list-style-type: none"> Public setting Staff or adults can enter and observe at any time No solitary time with student Always within unbroken view of school staff or multiple adults 	<ul style="list-style-type: none"> CMS Volunteer Profile form Task Descriptions List of volunteers and volunteer sign-in record 	<ul style="list-style-type: none"> Resource speakers Read-a-Thon Clerical assistant Supervision of students working at PTA PTA Fundraising activities Outdoor projects (i.e. landscaping) 	<ul style="list-style-type: none"> School-based staff Principal or designee
LEVEL 2			
<p>Task takes place under supervision in classroom or other group setting</p> <p style="text-align: center;">Descriptors</p> <ol style="list-style-type: none"> Public setting Staff or adults can enter and observe at any time No solitary time with student Always within sight of school staff or multiple adults, but ability of staff to monitor volunteer's interactions with students limited by own responsibilities or other factors 	<ul style="list-style-type: none"> CMS Volunteer Profile form Task Descriptions List of volunteers and volunteer sign-in record Personal interview with school staff or volunteer coordinator 	<ul style="list-style-type: none"> Classroom tutors Lunch Buddies Reading Buddies (in classroom) Classroom helpers Field Days Athletic concessions School fairs Day field trips (Supervised) 	<ul style="list-style-type: none"> School-based staff Principal or designee
LEVEL 3			
<p>Task involves direct contact with students under limited supervision by school staff</p> <p style="text-align: center;">Descriptors</p> <ol style="list-style-type: none"> Public setting Staff or adults can enter/observe at any time Could have solitary time with student(s) of short duration (less than 30 minutes) May be outside of view of school staff or multiple adults for brief periods May involve access to confidential student information (only if parent consents) 	<ul style="list-style-type: none"> CMS Volunteer Profile form List of volunteers and volunteer sign-in record Task Descriptions Personal interview Reference checks (minimum two non-family members) Local criminal background checks conducted by full name, address and date of birth of volunteer Orientation/training for volunteers including thorough task descriptions 	<ul style="list-style-type: none"> Athletic Coach Small group sessions (in separate room) Reading Buddies (in separate room) Tutor 1-on-1 (in separate room) Day field trip chaperone (unsupervised) Health room assistant 	<ul style="list-style-type: none"> School-based staff Principal or designee Central Office staff
LEVEL 4			
<p>Task allows unsupervised contact with student on or off campus*</p> <p style="text-align: center;">Descriptors</p> <ol style="list-style-type: none"> Private setting in home or community, or Access can be restricted by volunteer, or Extended solitary time with student, or Solitary time with a student on a regular basis, or Overnight trips <p>*Student must have a signed parental consent form</p>	<ul style="list-style-type: none"> CMS Volunteer Profile form List of volunteers and volunteer sign-in record Task Descriptions In-depth personal interview Reference checks Criminal History Records Check Finger Printing Training <p>(Other screening methods such as home visits and driving history checks may be added as necessary)</p>	<ul style="list-style-type: none"> Mentor Field trip chaperone overnight trip 	<ul style="list-style-type: none"> School-based staff Principal or designee Central Office staff
<p style="text-align: center;">(Providing Transportation)</p> <p>Task requires volunteer to transport student in own vehicle*#</p> <p>* Student must have a signed parental consent form #CMS does not provide liability insurance for volunteers driving students</p>	<p>Final decision on volunteer transporting of students will be determined by Principal or designee</p> <ul style="list-style-type: none"> CMS Volunteer Profile form Task Descriptions including detailed limitations of responsibilities Evidence of valid driver's license and liability insurance Driving history check 	<ul style="list-style-type: none"> Driving student home or to appointments Driving students to field trips 	<ul style="list-style-type: none"> School-based staff Principal or designee
<p style="text-align: center;">PROHIBITED ACTIVITIES</p> <p>Task requires volunteer to use or to supervise students in the use of dangerous machinery or equipment</p>	Not allowed	None	<ul style="list-style-type: none"> School-based staff Principal or designee