



*Information is Power!*

## MCDOWELL COUNTY SCHOOLS

### VOLUNTEER PROCEDURES

The McDowell County Schools Board of Education recognizes the valuable contribution, school volunteers make to the learning process and educational goals of the school district. Instructional programs are enhanced through the participation of community members, local business and industry, and parents of the students. These volunteers contribute time, resources, expertise and provide needed support to help ensure educational success for all children. Individuals who are interested in volunteering must have a criminal background completed and approved before volunteering is allowed.

#### **Here are some frequently asked questions:**

**Q: Who must have a criminal background completed?**

A: Anyone who will have direct contact with students with no or limited supervision. Examples would be tutoring, volunteer coach, office helper, test proctor and field trip chaperones just to name a few.

**Q: How do I request to be a volunteer?**

A: By completing a criminal background authorization form you are expressing your desire to become a volunteer.

**Q: How do I give my consent to have my criminal background search completed?**

A: Go to [www.mcdowell.k12.nc.us](http://www.mcdowell.k12.nc.us)

- Go to [www.mcdowell.k12.nc.us](http://www.mcdowell.k12.nc.us)
- Then click on the “**Parent**” tab at the top of the page
- Click on “**Volunteer**”
- Click on “**Volunteer Application/Background Check**”

**Q: Can I receive a copy of my completed criminal background?**

A: Yes, you may request a copy by sending a written request to:

USInfoGroup  
Attn: Report Copy  
PO Box 1084  
Wake Forest, NC 27588

You must include your full name, date of birth and the last four digits of your social security number. Please allow 10 business days for your requests to be processed.



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**Q: How often do I have to complete a criminal background search request?**

A: Each school year, you will be required to show your desire to continue your active volunteer status through the volunteer re-activation process. This is provided you have had a criminal background completed the previous year.

**Q: What is the re-activation process?**

A: Each year between July 1<sup>st</sup> and October 31<sup>st</sup> all approved volunteers must verify their intent to continue volunteering refer to the third question on how to access the volunteer application portal. By entering in your name and social security number, your information will appear. You will then be prompted to verify your information. Once you have verified and/or updated your information, you will then click the “Continue To Be A Volunteer” button.

**Q: What if I do not complete the re-activation process?**

A: On November 1<sup>st</sup> any active volunteer who has not completed the re-activation process will be automatically in-activated and will no longer be able to volunteer at any McDowell County School. To be re-activated at this point requires a new criminal background request to be completed.

As a volunteer you are a vital part of our school system and we look forward to working with you.