

## Volunteering in Our Schools You can make a difference!

Shelby County Schools Volunteers in Public Schools (VIPS) program serves as the bridge between parents, businesses, faith-based members and community partners to donate their time and resources. VIPS support the district's Destination 2025 goals to mobilize family and community partners. Volunteers can contribute in multiple ways like classroom assistants, coaches, tutors, mentors, and so much more.

SCS offers various levels of commitment. Simply determine your level and complete the required steps for that level of service.

For questions or more information contact: TChalla A. Pollard at [pollardta@scsk12.org](mailto:pollardta@scsk12.org) or (901) 416-7600.

## SHELBY COUNTY SCHOOLS VOLUNTEER PROCESS LEVEL 0

### What is a Level 0 Volunteer?

- A volunteer that has **NO** direct and/or **extended** contact with students. This level of volunteer **must be monitored and supervised by school personnel at all times.**
- Examples of Level 0 volunteers
  - Speaker
  - Program guests
  - CEO/Principal for a Day participants
  - Jurors/Judges of student competitions
  - Class Readers
  - Registration helper

### How to become a Level 0 Volunteer

- Sign in and out at school/site location.
- Present personal identification (e.g. government-issued ID), when requested.
- Raptor screening/ location's screening tool
- Wear volunteer/visitor badge

# SHELBY COUNTY SCHOOLS VOLUNTEER PROCESS LEVEL 1

## Volunteers

### What is a Level 1 Volunteer?

- A volunteer that has **NO** direct and/or **extended** contact with students. This level of volunteer **must be monitored and supervised by school personnel at all times.**
- Examples of Level 1 volunteers
  - Chaperones daytime Shelby County field trips
  - Test Monitors
  - Family attending/ chaperoning social functions and/or one-time events (Field Day, Banquets, Dances, Prom, Special Classroom Events)
  - Jurors/Judges of student competitions
  - Class Readers
  - Registration helper

### How to become a Level 1 Volunteer

- Complete and sign a Volunteer Application

# SHELBY COUNTY SCHOOLS VOLUNTEER PROCESS LEVEL 2

## New and Renewing Volunteers

### What is a Level 2 Volunteer?

- A volunteer that has direct and/or **extended** contact with students, both during and after school hours. This level of volunteer **must be monitored and supervised by school personnel at all times.**
- Examples of Level 2 volunteers
  - Classroom assistants
  - School office/cafeteria assistants
  - Daytime field trip chaperones outside of Shelby County
  - Hall monitors
  - Safety patrol
  - Health room volunteers

## How to become a Level 2 Volunteer

- Fill out volunteer application form on Volunteer Info website at the school location where you will serve
- Pass web background screening
- Attend volunteer orientation at the school location you will serve
- Sign in/out each day at site location after approval

**This process is completed in approximately 7 to 10 business days**

## Level 2 Volunteers Renewal Requirements

- Each year level 2 volunteers will update their information in the Volunteer Info website. Updating this information will serve as the annual background screening requirement.

# SHELBY COUNTY SCHOOLS VOLUNTEER PROCESS LEVEL 3

## New and Renewing Volunteers

- A volunteer that has one-to-one direct and/or extended contact with students, both during and after school hours. **This level of volunteer may interact with students without the presence and direct supervision of district personnel.**
- Examples of Level 3 volunteers
  - Overnight chaperones
  - Athletic assistants or coaches
  - One-to-one tutors
  - One-to-one mentors
  - Group mentors or tutors
  - Afterschool assistants (e.g. Chess Team, Dance Team, Band)
  - Academic and nonacademic club sponsors

## How to become a Level 3 Volunteer

- Fill out volunteer application from FACE website or school site where you will serve
- Obtain signed approval from principal or site coordinator
- Pass fingerprint screening

- Attend volunteer orientation conducted by FACE at the Board of Education
- Sign in/out each day at site location after approval

**This process is completed in approximately 7 to 10 business days.**

### **Level 3 Volunteers Renewal Requirements**

- Each year level 3 volunteers will update their information in the Volunteer Info website. Updating this information will serve as the annual background screening requirement.

***Volunteers may not participate in any activities until they have been cleared by the Division of Family and Community Engagement. Volunteer background checks and fingerprints shall be conducted every school year.***