RANDOLPH COUNTY SCHOOLS

**VOLUNTEER TRAINING INFORMATION AND SCHEDULE**

Randolph County Schools will offer Volunteer Training throughout the county for new volunteers, the schedule for which is at the bottom of this page. Those wishing to apply to become a volunteer should follow the steps listed hereafter. (Applicants must be approved by both the principal and the BOE.) If you need to attend a training other than the one offered at your school, you may do so. However, please contact your home school and let them know which training you will attend, so the secretary or principal can inform the proper officials.

**How to Become a New Volunteer**

1. Fill out a New Volunteer Application and submit it to the principal.

 (The principal must sign the application before proceeding to the next step.)

2. Obtain a background check.

 (Call 855-766-7746 to make an appointment. There is a $35.00 fee. Results should be sent to your

 home address. You must then submit the results to the school.)

3. Attend the volunteer training provided by the school or county. A schedule will be sent home and

 posted on the Randolph County Schools web page.

 (Sign in, sign the Internet Acceptable Use form, Code of Ethics, and Confidentiality Agreement and

 turn in your background check.)

4. Review the policies and procedures for the county and the school.

Once the above tasks have been completed, the principal will submit the names of successful applicants to the Randolph County Board of Education for approval. Please keep in mind that this process could take a few weeks.

To continue volunteering in the years after initial volunteer approval, simply fill out a Continuing Volunteer Application at the start of the school year and submit it to the school.

**\*Be advised that although a criminal background check is only required with the initial Volunteer Application, school or county officials have the right to request submission of an updated background screening if there is reason to believe new results would impact a volunteer’s status.**

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| **Randolph County Volunteer and Read Aloud Training Schedule****2018-2019 School Year** |
| **School Name**  | **Date** | **Time** |
| Midland Elementary School | 8-27-18 | 10:00 a.m. |
| Pickens School | 8-28-18 | 10:00 a.m. |
| Third Ward Elementary School | 8-30-18 | 1:00 p.m. |
| Coalton Elementary School | 9-5-18 | 10:00 a.m. |
| Beverly Elementary School | 9-11-18 | 10:00 a.m. |
| Harman School | 9-12-18 | 10:00 a.m. |
| Jennings Randolph Elementary School | 9-14-18 | 10:00 a.m. |
| George Ward Elementary School | 9-20-18 | 10:00 a.m. |
| North Elementary School | 9-20-18 | 10:00 a.m. |
| Randolph County Board of Education | 9-24-18 | 5:30 p.m. |