

Lowndes County Schools Volunteer Procedures:

Definition of a Volunteer:

Volunteer – Anyone providing supervision while actively interacting with students, or anyone having responsibility for students of Lowndes County Schools (LCS). The period of supervision also includes activities outside the normal school day such as field trips, athletic events, etc.

Volunteer access to campus is still to be determined based on COVID guidance.

Instructional volunteers are not being approved at this time. Extracurricular volunteers are being approved on a limited, case by case basis and are subject to Lowndes County Schools COVID guidance and screening requirements.

Requirements of volunteers before they are allowed to interact with students:

- A. Watch the DOE Mandated Reporter PowerPoint (PPT).
<https://drive.google.com/file/d/0B0tU3xbN2SoUSINzM3FGGeTRwSEE/view>
- B. Read the protection information at the CDC link provided and watch the accompanying videos on stopping the spread of germs and handwashing at the bottom of the page. [CDC Guidance](#)
- C. Consent to and pay for fingerprinting. Principal will be notified if an issue is identified on the fingerprints.
- D. Sign the volunteer statement indicating the PPT has been viewed and that the school protocol and mandated reporting law is understood.

Identification of volunteers after completing the requirements:

- A. Volunteers will show a photo id before performing volunteer activities.
- B. Schools will designate a certified staff member to maintain the signed statements.

If you have any questions regarding the volunteer and chaperone process you can email brittanycurtis@lowndes.k12.ga.us

NOTE: This Volunteer's Statement, Fingerprinting, and Personal Affirmation must be completed, signed, dated, received by the school principal and approved by the system before the volunteer activity begins. This packet will be valid for the current school year. A new packet will be required for each subsequent school year. Thank you for your cooperation in this matter of mutual concern.

Volunteer Fingerprint Instructions

Go to <https://www.aps.gemalto.com/ga/index.htm>

Click on “Applicant Registration”

Choose “Education Agencies” (top right corner)

Then choose “Public Schools”

Read the Non-Criminal Applicant’s Privacy Rights and Privacy Act Statement, and then check the box indicating you have read and accept the terms

Complete the form for your registration, all items with a *are required fields.

Click on the dropdown box for Agency and choose **“Lowndes County Schools”** (it is very important you choose the correct school system or we will not receive your results and you may be required to pay to have fingerprints done again).

Click on the drop down box for Reason for Fingerprinting and then choose “Public Schools – Volunteers Providing Direct Care”

Type in **Volunteer** under “Position Applied for”

Next click on the drop down box for “Payment Type” and choose “Credit Card”

DO NOT click on the box next to “Fingerprint Card User”

Complete the Personal Information and Home Address Sections of the form

If your home address and mailing address are the same, click on the box next to “Use same address as above”

Then click on the “Continue” box at the bottom of the page

The next page that pulls up will be for your credit card information; you may use a debit card if it has the Visa, Master Card, American Express or Discover logo on the card. You will be charged \$47.50 for the fingerprinting.

Print out the form or save a screen shot on your phone to provide at one of the fingerprinting locations.

Report to the fingerprinting site at one of these two locations after scheduling an appointment and receiving the approval (2nd) email.

Contact the Bemiss Academy at 229-474-4004 to schedule an appointment

Bemiss Academy
5111 Bemiss Road
Valdosta, GA 31604

Contact Terry Green with Trinity Management at 229-560-0454 to schedule an appointment

Trinity Management Services (Jackson Heights Daycare Center)
3737 Inner Perimeter Road
Valdosta, GA 31602

Another Way to Access Fingerprinting Website:

Google “Gemalto Fingerprinting”

Click on “GAPS Applicant Processing Service”

Statement Requiring Volunteer Signature:

**Lowndes County Schools Volunteer Statement
2022-2023**

After receiving training, I confirm the following:

1. I have watched a Mandated Training PPT provided by LCS and reviewed the CDC guidance provided above.
2. I understand that it is law that I report **immediately** any suspected abuse. Reports are made to a school administrator or counselor as this is LCS policy. I understand it is a crime if I do not report suspected abuse.
3. I understand when I make a report or cause a report to be made, mandated reporters only need to have “reasonable suspicions” not direct evidence.
4. I understand it is against the law for any mandated reporter to notify the parent that a referral has been made. It is the policy of DFACS that Child Protective Services notify the parent upon investigation.
5. I will not conduct an investigation, and will not interrogate a child for any reason.
6. **I will keep all matters confidential.** This is a legal mandate as well as something I would demand if the situation involved my family. These children deserve the same privacy.

Volunteer Signature: _____

School: _____

Date: _____

School Designee Signature: _____

Date: _____

Return with a copy of your Driver’s License

Volunteer's Personal Affirmation

Volunteer's Name: _____
Please Print Last Name, First Name and Middle Initial

Address: _____

Contact Information: _____
Home/Cellular Work

Email Address: _____

Instructions: The Volunteer must enter a "Yes" or "No" response to each of the following questions. All questions must have a response (please circle your response) in order for the volunteer process to continue. **Please attach an explanation for any "YES" response.**

1. **YES NO** Are you the subject of a pending investigation involving a criminal act?
2. **YES NO** Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?
3. **YES NO** For any misdemeanor and/or felony criminal offense, have you ever:
 - Pled guilty;
 - Entered a plea of nolo contendere;
 - Entered an Alford plea;
 - Been found guilty;
 - Pled guilty to a lesser offense;
 - Been granted first offender treatment without adjudication of guilt;
 - Participated in a pre-trial diversion program;
 - Been found not guilty by reason of insanity; or
 - Been placed under a court order whereby an adjudication or sentence was withheld?
4. **YES NO** Have you ever been convicted, or pled to a lesser offense for any sexual offense?
5. **YES NO** Have you been convicted of a drug offense (felony or misdemeanor)?
6. **YES NO** Have you been convicted of a crime of violence (felony or misdemeanor)?

***IF YES TO ANY ABOVE QUESTIONS, A WRITTEN EXPLANATION MUST BE ATTACHED**

AFFIRMATION

I affirm that my responses are true and correct. I hereby give permission to Lowndes County Schools to obtain copies of any criminal records relating to me which are held by any local, state, or federal government agency. I authorize any such agency or entity to release those records to Lowndes County Schools.

Signature: _____ **Date:** _____

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Return with a copy of your Driver's License