

# VOLUNTEER APPLICATION

Thank you for your interest in volunteering at CFCI. If you have any questions about this process, please contact Volunteer Coordinator, Ben Rose at [brose@cfc.net](mailto:brose@cfc.net) or by calling 910-362-0000.

**Information you provide in this application and any criminal background check is considered confidential.**

Once you have completed the application you will need to complete your background check through the CFCI *SecureVolunteer* portal. This will take you to BIB, the company we use for background checks. For more information about the criminal background check, please see CFCI Policy 283 or contact Michael Zentmeyer, Human Resource Coordinator, at 343-6443

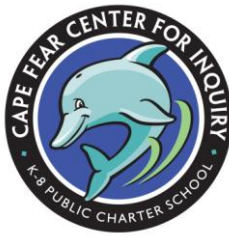
Parents of students who qualify for Free/Reduced lunch are eligible for funds to cover the cost of the background check. For more information on this, please call Kathy Coke, Business Operations Coordinator, at 910-362-0422

**VOLUNTEER 1:** Volunteers who assist teachers and other staff in activities at school that involve students. This includes, but is not limited to, helping with classroom instructional activities, monitoring students, preparing materials and assisting students, individual or small group instruction, whole class monitoring, field trip chaperons, tutors, or volunteers who drive on field trips but only drive their own child.

Forms to be completed: Volunteer Application, Volunteer Agreement, and Permission to complete a criminal background check.

**VOLUNTEER 2:** Volunteers who drive groups of children on CFCI fieldtrips, in addition to the activities listed for Level 1 volunteers

Forms to be completed: Volunteer Application, Volunteer Agreement, Permission to complete a criminal background check.(link on CFCI website called *SecureVolunteer*.) . In addition, Level 2 volunteers must submit a copy of their current driver's license and proof of current insurance.



# VOLUNTEER APPLICATION

Which level are you applying for? LEVEL 1 \_\_\_\_\_ LEVEL 2 \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

BEST PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

NAME OF CHILD AT CFCI \_\_\_\_\_

TEACHER \_\_\_\_\_

WHAT IS YOUR RELATION TO THIS CHILD? \_\_\_\_\_

NAME OF CHILD AT CFCI \_\_\_\_\_

TEACHER \_\_\_\_\_

WHAT IS YOUR RELATION TO THIS CHILD? \_\_\_\_\_

NAME OF CHILD AT CFCI \_\_\_\_\_

TEACHER \_\_\_\_\_

WHAT IS YOUR RELATION TO THIS CHILD? \_\_\_\_\_

If you are not related to a student at CFCI, please explain your role as a volunteer.

\_\_\_\_\_

Who should we contact in case of emergency? \_\_\_\_\_

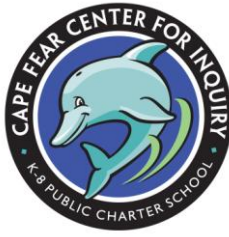
Telephone \_\_\_\_\_ Relationship \_\_\_\_\_

Have you ever been convicted, pled *nolo contendere*, or received a deferred prosecution or judgment in response to a felony, misdemeanor, or criminal charge (excluding minor traffic offenses such as speeding)? YES NO

Are there any past or present incidents which would provide the basis for alleging that you engaged in immoral conduct which affects the health, safety or welfare of children? YES NO

If your answer is **YES** to any of the above questions, please provide complete details on a separate sheet stating date, charge, place, and action taken. Be advised that an affirmative answer does not automatically disqualify an applicant. .

**Please bring this completed application, Volunteer Agreement and (if applying for level 2) copy of your driver license and proof of insurance to CFCI front office. Forms can also be completed online and sent to [Brose@cfc.net](mailto:Brose@cfc.net). Once your criminal background check is complete, you will be notified of your Volunteer status. Please allow at least two weeks between date of completion of forms/ background check and event you wish to volunteer for.**



# VOLUNTEER APPLICATION