



ALL VOLUNTEERS MUST RECEIVE DISTRICT APPROVAL PRIOR TO VOLUNTEERING AT ANY SCHOOL/CENTER OR CHAPERONING ANY SCHOOL FIELD TRIP. PLEASE ALLOW UP TO 2-WEEKS FOR THE APPROVAL PROCESS.

Greenville County Schools (GCS), in an effort to ensure the safety of all of our students, is implementing additional security checks for school volunteers. All volunteers must submit an online application to the district and receive clearance from the district before volunteering at any school/center or chaperoning any school field trip.

Volunteers are now identified by two different categories: Level I or Level II. The application process is the same regardless of level. Please review the details below:

LEVEL I - This level requires the presence and supervision of a GCS employee at all times. Level I volunteers must have a National Sex Offender Registry check run every time they volunteer at the school (this is the current process each time you check into a school and/or district office). Level I volunteers may volunteer in classrooms, work in the Media Center, and participate in school activities on campus as long as staff members are present.

LEVEL I application process:

- To access the volunteer application system, the applicant enters: <https://apps.raptortech.com/Apply/MzE6ZW4tVVM=> (Española: <https://apps.raptortech.com/Apply/MzE6ZXMtVVM=>) and completes the **Volunteer Application Form**, a Level I volunteer only selects those functions not containing (Vol. II) in the name.
- Once approved the Level I volunteer is notified by email.
- Level I volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.

LEVEL II – This level allows interaction with students without a GCS employee present. Level II volunteers must have a National Sex Offender Registry check run every time they volunteer at the school as well as a criminal background check good for three years. **Chaperones for field trips are required to be a Level II volunteer, regardless of the destination.**

LEVEL II application process:

- To access the volunteer application system, the applicant enters: <https://apps.raptortech.com/Apply/MzE6ZW4tVVM=> and completes the **Volunteer Application Form**, a Level II volunteer can select all functions available including those with (Vol. II) in the name. By selecting Vol. II functions the system will conduct a criminal background check.
- Once approved the Level II volunteer is notified by email. This process could take up to two weeks to complete.
- Level II volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.

Our primary responsibility is to safeguard our children and ensure we are in compliance with the identified guidelines. Thank you for your cooperation as we work with our stakeholders to complete this process. All volunteers will be required to remain in the presence of a GCS employee at all times until applications for Level II are approved.

Please feel free to contact your child's school if you have questions.

More information about the Volunteer Application Process click this link:

<https://www.greenville.k12.sc.us/Parents/docs/1707VolunteerAppProcess.pdf>

More information on accessing and using the Volunteer Portal click this link:

<https://www.greenville.k12.sc.us/Parents/docs/1707VolunteerAppInstructions.pdf>

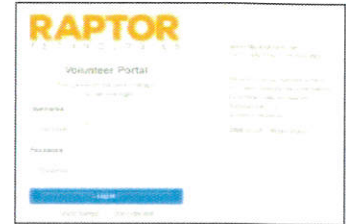


Using the Greenville County School District Volunteer Portal

The GCSO Volunteer Portal allows our volunteers to easily manage their volunteer activities – sign up for events, track hours, view and update their profile, change their password, and communicate with other volunteers. Upon approval as a volunteer, you will be sent an email providing you instructions on how-to access the Portal.

1 Access Volunteer Portal

- Locate your volunteer approval email and click the link to access the Volunteer Portal.
- Create a new password and then log in with your email address and new password.
- Bookmark the Raptor Volunteer Portal website for future access.



2 View your volunteer hours

- Click the **Hours** tab and view a history of the hours you've volunteered.
- Click **Details** to view specific information about the logged hours.
- Click **Add Hours** to report the hours you worked and optionally associate them to an event.



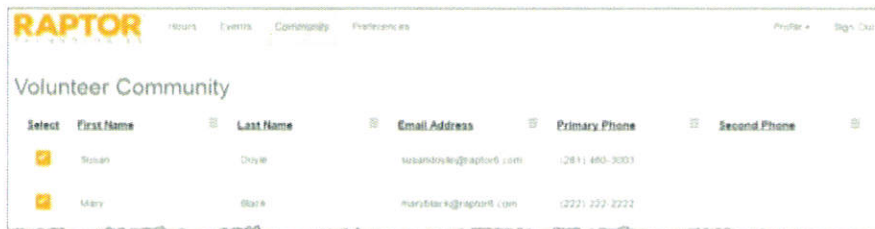
3 Manage your events

- Click the **Events** tab to view upcoming events.
- Click **Details** to view specific information about an event.



4 Email other volunteers

- Click the **Community** tab and select the volunteers you want to send an email.
- Create the email and click **Send**.



5 Allow other volunteers to contact you

- Click the **Preferences** tab to specify how other volunteers can contact you.



6 Change your password

- Click **Profile** and select **Change Password**, as needed.

Greenville County School District



Volunteer Application Submission Process

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The School District of Greenville County

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Volunteer Application Process

Greenville County Schools (GCS), in an effort to ensure the safety of all of our students, is implementing additional security checks for school volunteers. Effective immediately, all volunteers must submit an application to the district and receive clearance from the district before interacting with children in the school or chaperoning any school field trip.

Our primary responsibility is to safeguard our children and ensure we are in compliance with the identified guidelines. Thank you for your cooperation as we work with our stakeholders to complete this process. All volunteers will be required to remain in the presence of a GCS employee at all times until applications for Volunteer II are approved.

Please feel free to contact your child's school if you have questions.



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Welcome to Greenville County Schools

Schools that are counted as "schools"

Greenville County Schools (GCS) in an effort to ensure the safety of all our students is implementing additional security checks for school volunteers. To the immediate, all volunteers must submit an online application and receive clearance from the district before volunteering at any school or participating any school field trip. Volunteers are now identified by two different categories based on level. Please review the details below.

Level 1 Volunteer

1. Complete the online application and select the functions you are interested in.
2. You must sign in each time you volunteer at school during which a Sex Offender Registry check is requested.

Level 2 Volunteer

1. Complete this online application, select the functions you are interested in, and pass the criminal background check.
2. You must sign in each time you volunteer at school during which a Sex Offender Registry check is requested.
3. Chaperones for field trips and those functions that may permit one-on-one contact with students are required to be Level 2 volunteers.
4. The criminal background check does not pull or review your credit history in any way. Background checks are good for three years.

GCS primary responsibility is to safeguard our children and ensure we are in compliance with the identified guidelines. Thank you for your cooperation as we work with our stakeholders to complete this process. All volunteers will be required to remain in the presence of a GCS employee at all times until applications for Level 1 are approved. Please feel free to contact your child's school if you have questions.

Cancel Application

Next

Figure 1 - Step 1: Welcome Page

After reviewing the text on the welcome page, click on the **Next** button to begin the application process.

1 **2** 3 4 5 6 7

Personal Information

First Name *
J

Middle Name

Last Name *

Maiden Name

Gender *

Date Of Birth *

Address Line 1 *

Address Line 2

City *

State *


Zip Code *

Phone Number *

Previous Cancel Application Next

Figure 2 - Step 2: Personal Information

Collecting your personal information is a part of the process and is used to conduct background checks. For Volunteer I functions a check against the National Sex Offender Registry is conducted, Volunteer II functions also include a criminal background check. Please fill in all fields that have a red asterisk which indicates a required field. Click **Next** to continue.



 Where Engineering Starts!

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Please select the schools at which you wish to volunteer

All Schools (district-wide)


Elementary Schools

<input type="checkbox"/> All Elementary Schools	<input type="checkbox"/> A.J. Whittenburg Elementary	<input type="checkbox"/> Alexander Elementary	<input type="checkbox"/> Armstrong Elementary
		<input type="checkbox"/> Augusta Circle Elementary	<input type="checkbox"/> Beck Academy
<input type="checkbox"/> Berea Elementary	<input type="checkbox"/> Bethel Elementary	<input type="checkbox"/> Brook Glenn Elementary	<input type="checkbox"/> Bell's Crossing Elementary
<input type="checkbox"/> Bryson Elementary	<input type="checkbox"/> Buena Vista Elementary	<input type="checkbox"/> Carolina Academy	<input type="checkbox"/> Brushy Creek Elementary
			<input type="checkbox"/> Chandler Creek Elementary

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Cancel Application
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Figure 3 - Step 3: School Selection

This step will allow you to select your School Preferences. Select those schools you plan on volunteering at, if you don't know select All Schools. Click **Next** to continue.



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Please select the functions from the list below (select all that apply)

Functions available at all schools (functions are activities for which you can volunteer)

<input type="checkbox"/> Athletics	<input type="checkbox"/> Cafeteria Helper	<input type="checkbox"/> Field Trip Chaperone (Vol. II)	<input type="checkbox"/> Classroom Helper
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Hall Monitor	<input type="checkbox"/> Library Helper	<input type="checkbox"/> Concessions
<input type="checkbox"/> Office Helper	<input type="checkbox"/> Tutor (Vol. II)	<input type="checkbox"/> Store Helper	<input type="checkbox"/> Mentor (Vol. II)
<input type="checkbox"/> Career Speaker	<input type="checkbox"/> Contractor/Vendor	<input type="checkbox"/> Field Day	<input type="checkbox"/> After School Program
<input type="checkbox"/> Lunch	<input type="checkbox"/> Meeting	<input type="checkbox"/> Health Room	<input type="checkbox"/> Guest/Visitor
<input type="checkbox"/> School Store	<input type="checkbox"/> Student Helper	<input type="checkbox"/> Substitute	<input type="checkbox"/> PTA
<input type="checkbox"/> Coach	<input type="checkbox"/> General		<input type="checkbox"/> Temp Faculty

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Figure 4 - Step 4: Function Selection

Select the functions that you will volunteer for at the school. Those functions with (Vol. II) in the label will require a criminal background check to be conducted and passed. Click **Next** to continue.

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Please select the organization(s) on behalf of which you are volunteering (if not applicable, select "None")

Organizations associated with all schools

YMCA

Big Brothers / Big Sisters

Coca-Cola

Costco

CHEC

Encore

Bell

DSS

Justus

Michelin

Orkin

Palmetto's Finest

Sharp

Trane

Virtucom

Ward Services

Other

None

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Cancel Application

Next

Figure 5 - Step 5: Organization Selection

If you are volunteering for an organization please indicate that by checking the box on this page. If you are not please check the None box and click on **Next** to continue.



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Please read the disclaimer below and provide your signature

Greenville County Schools ("the Company") may obtain information about you for purposes of evaluating your application for a volunteer position from a consumer reporting agency ("Agency") JD Palatine, 301 Grant Street, Suite 3400, Pittsburgh, PA 15219 (877) 745-8525 ext. 1, or another outside organization. Agency's privacy policy can be found at <http://www.jdpalatine.com/privacy-policy/>

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the procurement of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am selected as a volunteer, throughout my volunteer service. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by JD Palatine, 301 Grant Street, Suite 3400, Pittsburgh, PA 15219 (877) 745 8525 ext. 1, www.jdpalatine.com, another outside organization acting on behalf of Greenville County Schools ("the Company"), and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

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Cancel Application

Next

Figure 6 - Step 6: Disclaimer

The final step is to review the disclaimer and then electronically sign the application. Please read and scroll through the text.

GREENVILLE COUNTY SCHOOLS
Where Enlightening Strides™

1 2 3 4 5 6 7

another outside organization acting on behalf of Greenville County Schools ("the Company"), and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I understand that by signing my name and clicking on the "Next" button below, constitutes my electronic signature, dated as of when I click on the "Next" button, and that by doing so:

I am authorizing JD Palatine to conduct the background check(s) described above I am consenting to use electronic means to sign this form and have read and understand the above disclosure I acknowledge I may request a hard copy of this Disclosure and Authorization form after agreeing to the background check electronically by calling JD Palatine at Phone: (877) 745-8525 ext. 1

Use your mouse to sign the form

Name
William Brown

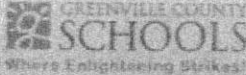
Signature •

By signing your name you agree to all the above statements. Use the mouse or touch screen to sign.

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Figure 7 – Step 6: Signature Page

Using your mouse, hold down the left button while drawing in the Signature box. You can undo a brush stroke if you like. Once completed press the **Next** button.



 GREENVILLE COUNTY SCHOOLS

 Where Enlightening Strikes!

1 2 3 4 5 6 7

 Welcome Personal Information School Preferences Functions Organizations Disclaimer Done

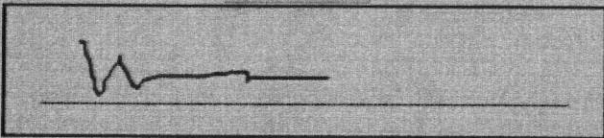
another outside organization acting on behalf of Greenville County Schools ("the Company"), and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I understand that by signing my name and clicking on the "Next" button below, constitutes my electronic signature, dated as of when I click on the "Next" button below.

I am authorizing JD Palatine to conduct a background check on me. I understand that above I am consenting to use electronic means to sign this form and to have my signature and name used for the disclosure I acknowledge I may request a hard copy of this Disclosure and Authorization form after agreeing to the background check electronically by calling JD Palatine at Phone: (877) 745-8525 ext. 1. Use your mouse to sign the form."

Name
 William Brown

Signature Undo last stroke



By signing your name you agree to all the above statements. Use the mouse or touch screen to sign.

Previous Next

Figure 8 - Step 6: Confirmation Step

The application system will then determine if the information was entered by a person and not some automated process. Click on "I'm not a robot" to proceed. An additional check may be required in the form of a puzzle to be completed.



1. Sign In



2. Read & Sign In



3. Sign Up



4. Sign Up



5. Sign Up



6. Sign Up



7. Sign Up

Thank You!

Your volunteer application has been successfully submitted and will be reviewed per the district's volunteer policy. In the near future, you will be notified as to your volunteer status by email. If you have submitted an application for a volunteer position, your application may take additional time to review.

Thank you.

Greenville County Schools

Previous

Finish

Figure 9 - Step 7: Thank You!

Thank you for submitting your application, please check your email for notification when your application has been approved or any additional steps that may be required.