

Jones College Prep Volunteer Process

Volunteer:

- secures Volunteer Registration Packet from school
- completes all information
- returns packet to the school clerk

Clerk:

- copies the completed Background Check form
- sends original Background Check form to:
Safety and Security
G.S.R. 125

Safety and Security:

- does background check
- returns the Background Check form
- notifies if fingerprinting is required (“Yes” box will be checked)

Principal:

- keeps completed Volunteer Registration Packet on file
- approval extends year to year (both background check and tuberculosis)