



Expectations and Requirements for Volunteers

We appreciate your interest in serving our school! Grace Crossing Church and Grace Crossing Academy encourages parents/guardians and members of Grace Crossing Church to share their time, knowledge and abilities with our students.

Please read the following requirements and initial indicating that you comply and understand with all requirements and expectations:

1. Each volunteer is required to complete the Volunteer Application Form, and the completed form must be on file in the GCA front office by commencement of service. This form includes a requirement to disclose any prior criminal convictions. Failure to provide accurate information will result in immediate dismissal. _____
2. All volunteers need to sign in and out of the Grace Crossing Academy Front Office or the designated sign in area and need to wear the volunteer badge while on site. _____
3. Volunteers shall exercise mature judgment in supervising children and shall in all instances respect each student's rights and privacy. It is essential that confidentiality is maintained. Volunteers should discuss any concerns directly and exclusively with the supervising teacher/staff. _____
4. Volunteers understand during the course of special events their photograph may be taken and used for GCA's facebook page, newsletter, website and other editorial purposes. _____
5. Volunteers shall act in accordance with Grace Crossing Academy policies and regulations, as well as individual site and state requirements. _____
6. Volunteers are responsible for understanding and using the specific approach demonstrated by the teacher/staff so that the children are dealt with consistently and fundamental concepts are followed. _____
7. Disciplinary action is the legal responsibility of administrators and school staff. Volunteers should not be put in a position of having to enforce discipline. If you are having a problem, immediately inform the teacher or appropriate staff member. _____
8. I consent to and understand that Grace Crossing Academy reserves the right to conduct a criminal background check of school volunteers as permitted by law. Some crimes will exclude a candidate from volunteering. _____



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www.gracecrossingacademy.net

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Volunteer Application/Criminal Background Check

Last Name _____ First Name _____ Middle _____

Other Names (married, maiden, etc) _____ Relationship to GCA _____

Street Address _____ City _____ Zip Code _____

State Drivers License/Identificaion Number _____ Expiration Date _____

County _____ Other cities you have lived in last 5 years _____

Social Security Number _____ D.O.B. _____ Gender _____

Telephone Number _____ Work _____ Cell _____

Email _____

Please circle your choices

I would like to volunteer: monthly weekly other _____

Days Available: Monday Tuesday Wednesday Thursday Friday

Times Available: AM PM Both Varies-Email me with volunteer opportunites

Do you have any special skills that could be helpful to Grace Crossing Academy? What are your areas of interest (examples: bookfair, fundraisers, water days, front desk, lunch breaks,teacher appreciation, end of year/christmas program, laminating, cutting, sanitizing toys, making copies,classroom parties,organizing)

