

Henderson County - Field Experience

1. Complete and submit the following documents:
 - a. [Background Check](#)
 - b. Volunteer Application
 - c. Copy of student's Driver's license
 - d. PDF of your cleared and completed background check
2. Submit all completed documents through the Microsoft Form link available on the Field Experience website.
3. Placement confirmations will be provided by the Office of Educator Engagement and Student Success and reflected in the Brave Educator Dashboard. Be sure to check the dashboard regularly for updates.

Questions? Please contact the Director of Educator Engagement and Student Success, Dr. Kamina Fitzgerald, kamina.fitzgerald@uncp.edu



**HENDERSON COUNTY
PUBLIC SCHOOLS**

Volunteer Application

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER(S): _____

REQUESTED SCHOOL(S): _____

REFERENCES:

Name of Reference (no relatives)	Complete Mailing Address	Home	Cell	Work
1)				
2)				
3)				

Please answer the following questions. *(If you answer yes to any of these questions, please explain on back).*

Have you ever:

- Been convicted of a felony? If yes attach circumstances?** YES NO
- Been convicted or charged with any violation of the law other than a minor traffic ticket?** YES NO
- Do you have criminal charges or procedures pending?** YES NO

Select Volunteer Category:

- Classroom Standard: Volunteers in the classroom setting.
- Coach: Volunteers by assisting different athletic sports programs.
- Migrant Education Program: Must be approved by Migrant Education Program Director. *(Submit this application to Ms. Simone Wertenberger, Central Office 697-4733)*

QUALIFICATIONS:

- All volunteers must be approved by the school Principal.
- Availability, dependability, reliability, friendliness and flexibility.
- Awareness of and willingness to follow school Staff-Student Relations Policy 795.
- Special talents or abilities that help to enrich the school program.
- Recognition that accepting an assignment is a serious commitment.
- Maintain strict confidentiality regarding students and school personnel.
- A desire and interest in working with children and youth.
- A willingness to learn and to follow directions while working with students.

BACKGROUND CHECK:

- Submit your background check information via Secure Volunteer *(Powered By BIB)*
 - This screening creates a safer environment.
 - Secure Volunteer *(Powered By BIB)* Website is secure and personal data is protected.
 - HCPS will pay for your background check.
 - Once approved you will receive your ID card from Secure Volunteer *(Powered By BIB)* at the address you provided.
 - Must have your volunteer ID card with you at all times during volunteering.
 - If you lose your ID go to the Secure Volunteer *(Powered by BIB)* and request a replacement. You will be charged a \$5.00 fee for the replacement card.

I certify that I have reviewed the above information. *(After signing below submit application to the school administrator).*

Date: _____

Signature of Volunteer: _____

For School Administrator Use Only: *(Keep Volunteer Application on file at your school)*

- References Checked and met with Volunteer
- Approve in Secure Volunteer *(Powered by BIB)*