

Dear FCS family,

Faith Christian School welcomes and encourages the commitment of parent volunteers to the education and growth of our programs and our students. Since 1988, much of the success of Faith Christian School is due to a diligent, generous and self-sacrificing parent volunteer base. Involved parents are essential to great education. Research overwhelmingly concludes that when parents and other volunteers participate in schools, children have higher success in learning. If you have been or are currently serving at Faith Christian School as a parent volunteer, we thank you! Your efforts in supporting the programs and staff at FCS are truly a blessing and appreciated.

In our continued effort to ensure the safety of our students while on our campus and attending school sponsored functions, we have continued our Volunteer Program for the upcoming school year. This program is designed to formalize the process of partnering with parent volunteers in an efficient and organized manner while allowing us the opportunity to ensure the safety of our students. It is designed to encourage more volunteering by identifying specific areas where your volunteer help is needed. We believe it is possible for every family to fulfill their commitment of at least 20 hours of volunteer service to the school because the opportunities and time commitments are many and varied.

Faith Christian School appreciates your commitment to your child's education, and we desire to use your gifts of service to enrich the school life of our children. Thank you for your continued support and help. Faith Christian School is better able to fulfill its mission to *"provide a quality, distinctively Christian education"* because of your generous service.

His,

Dick Buckingham
Administrator

Here is how it works

We are asking every parent (husband and wife, father and mother) to complete the **Volunteer Opportunities Form** indicating areas where they have an interest, skill or ability. This will allow us to know who to call upon when specific needs arise. We ask you to consider marking multiple areas where you might be willing to serve, understanding that it is not likely you will be asked to serve in them all. As needs arise, we will consult this information to seek the help that is needed. If you are contacted, you will still have the opportunity to accept or decline as your circumstances warrant. You may also be asked to serve in areas that you have not marked. There are some service areas that really need the participation of every family at some level. Please read through and sign the **Volunteer Code of Conduct** as well, indicating your understanding and willingness to abide by the expectations of volunteers at Faith Christian School.

Some of the areas are marked with an asterisk (*). These are areas that will require a **Chaperone & Driver Application** be approved and on file prior to participating in the area of service. These are areas where **unsupervised contact** with students is possible or likely and we want to assure all of our parents that the students' safety is of greatest importance. All chaperones for any overnight activity will need to complete this application process. This will also include getting a background check that will search criminal, sexual offender and terrorist records. The cost for this check is \$12, to be paid by the applicant. **If transporting students** for field trips or other activities, a 39 month driver's license motor vehicle record and proof of insurance are also required. While we understand that this adds a step to our families not previously required in order to provide the help we need, we feel the trade off for the overall safety of our students is well worth it. If you are a parent that completed a background check during the last school year, you will not need to repeat it again. One background check every three years is all that is necessary.

Volunteer Checklist

- ___ Submit the online [Volunteer Opportunities Form](#) (One for each parent)
- ___ Read and sign **Volunteer Code of Conduct** (One for each parent)
- ___ Complete a **Chaperone & Driver Application** for volunteer areas where it is required
- ___ Submit **Background Check Form** with \$12 payment (if applicable)
- ___ Acquire a 39 month Driver's License Record from the DMV (if applicable)

Faith Christian School

Volunteer Code of Conduct

**“And whatever you do in word or deed, do all in the name of the Lord Jesus,
giving thanks through Him to God the Father.” Colossians 3:17**

As a volunteer:

1. I will sign in at the office during office hours every time I volunteer.
2. I will wear a volunteer identification badge as required by the school.
3. I will dress neatly and modestly, remembering at all times my role as a leader among the student body.
4. I agree never to be alone with an individual student without the authorization of teachers and/or school authorities.
5. I will exchange home directory information only with administrative approval and only if it is required as part of my role as a volunteer. I will not provide solicitors with directory information. I will not use the school directory for personal business.
6. I will maintain confidentiality outside the school and will share any concerns that I may have with appropriate teachers and school administrators only. What I hear and observe about students, families, and staff while volunteering in the school is completely confidential. Repeating a seemingly harmless comment can lead to misunderstanding and hurt feelings. For schools to provide the best environment for learning, everyone’s privacy must be respected. Any violation of confidentiality may result in the school altering or removing your opportunities as a volunteer.
7. I agree to perform under the direction and supervision of school personnel/administration. I agree to know and follow school policies and procedures.
8. I agree to adhere to the school driving policies.
9. I will not disclose, use or disseminate student/staff photographs or personal information.
10. In the event of a disagreement between parent volunteers or any staff, I will use the principles of Matthew 18:15-17 and Philippians 2:1-4 as a guideline for settling the disagreement with everyone involved.
11. If I am expected to volunteer but cannot be present, I will notify the teacher as soon as possible.
12. I understand and acknowledge that I am volunteering to support the staff and teachers. The teacher is responsible for maintaining student discipline and determining my role and duties as a volunteer. While on campus, if I have any concern regarding another student’s behavior or particular situation, I am to address them to the attention of the teacher or staff person present. It is not my duty as a parent volunteer to discipline or intervene directly with other students.

I agree to follow the FCS Volunteer Code of Conduct at all times in my role as a Faith Christian School volunteer.

Printed Name

Signature of Volunteer

Date

Faith Christian School

Chaperone & Driver Application

This application only required for those opportunities marked with an "*" or as directed by the administration.

Please print your information legibly in black or blue ink

Date: _____ Name (full legal): _____

Maiden Name/Aliases: _____ Male: _____ Female: _____

Email: _____ Phone: _____

Current Address: _____

Former Address(s): _____

Date of Birth: _____ Place of Birth: _____

As a result of this application, a background check will be obtained for the applicant. **The cost of this is to be covered by the applicant (\$12). Please submit the Background Check Form with this application.**

If the volunteer position includes transporting students, we also need a copy of your current insurance card and an uncertified 39 month driver's license motor vehicle record. This may be obtained by going to www.servicearizona.com and following the instructions to print out a copy. The cost for this service is minimal and is paid via the Service Arizona website.

All reports will be treated confidentially and will be used for the approval or denial of this application only. Care to maintain confidentiality will be taken in the storage and disposal of these records. Each applicant will be considered on a case by case basis and certain negatives in either the background report or the driver's license record will not automatically disqualify the applicant from volunteer service. Feel free to attach an explanation to this application explaining extenuating circumstances that are or may be revealed by these reports.

Your signature below acknowledges you understand that by law, you are required to disclose to school officials if you are a registered sex offender. Failure to disclose this fact could result in arrest and prosecution. It also acknowledges that you have not been convicted for sex or drug related offenses or for a crime of violence, and that there are no criminal charges pending against you.

Some government agencies and other information sources require the following information when checking for records. We will not use it for any other purposes.

Social Security Number _____

Driver's license number and state _____

Office Use Only:

Date: _____

Background Check: _____

Chaperone/Volunteer Approval: _____

Driver: Y _____ N _____

Background Check Form

Disclosure: We (Faith Christian School) will obtain one or more consumer reports or investigative consumer reports (or both) about you for reasons of volunteering. The reports will include information about your character, general reputation, personal characteristics, and mode of living. We will obtain these reports through a consumer reporting agency. Our consumer reporting agency is backgroundchecks.com ("BGC"). BGC's address is P.O. Box 353, Chapin, SC 29036. BGC's telephone number is (866) 265-6602. To prepare the reports, BGC may investigate your education, work history, professional licenses and credentials, references, criminal record, lawsuits, driving record, credit history, and any other records with public or private information sources. You may inspect BGC's files about you (in person, by mail, or by phone) by providing identification to BGC. If you do, BGC will provide you help to understand the files, including trained personnel and an explanation of any codes. Another person may accompany you by providing identification. If BGC obtains any information by interview, you have the right to obtain a complete and accurate disclosure of the scope and nature of the investigation performed. The Federal Trade Commission provides a summary statement of your rights on its website at <http://www.ftc.gov/credit>.

Authorization: By signing below, you authorize: (a) BGC to request information about you from any public or private information source; (b) anyone to provide information about you to BGC; (c) BGC to provide FCS one or more reports based on that information. You acknowledge receiving the Federal Trade Commission's "Summary of Your Rights under the Fair Credit Reporting Act." You acknowledge that a fax, image, or copy of this authorization is as valid as the original. You make this authorization to be valid for as long as you are an applicant or volunteer with us.

Please include \$12 fee for the background check. Payment Method: cash _____ check _____ card _____

Signature

Date

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need—usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney