

High Point Christian Academy

OFFICE USE ONLY:

Paid Cash: _____

Paid Check: _____

Volunteer Policy

2018-2019

- **Purpose:** This policy sets the expectation for a volunteer as a role model for students. A volunteer is a person who serves in a position of trust, leadership and has regular contact with High Point Christian Academy students and parents (e.g. classroom helpers, chaperones, library workers, etc.)
- **Background:** The mission and objectives for High Point Christian Academy are founded upon biblical principles. Therefore, the lifestyle of each regular volunteer is an important issue.
- **Policy:** The volunteer will manifest by daily example the highest Christian virtue, serving as a Christian role model (1 Timothy 4:12) both in and out of school to students (Luke 6:40) and to others. Christian influence is demonstrated by word, deed, example, and shared experience. Therefore, the volunteer is expected to be a role model in judgment, dignity, respect and Christian living.
- A background check is required for all volunteers who accompany students on off-campus field trips. The cost is \$15.00 and is to be paid for by the volunteer. A signed release will be required prior to HPCA conducting a background check. **Background checks are valid for 3 years; however, the Volunteer Information Form must be completed annually.**
- *All volunteers must complete the Volunteer Information Form at the beginning of each school year.*

	Visitors	Procedure
	<ul style="list-style-type: none"> • Family members/former students/ministers who are visiting with students during lunch. 	Check in at the Front Desk and receive a visitor's tag.

	Volunteer Capacity	Required Items
Level One	<ul style="list-style-type: none"> • assisting teachers in clerical situations. • assisting teachers with class parties. • assisting students in the classroom with teacher supervision. 	1. Volunteer Information Form
Level Two	<ul style="list-style-type: none"> • Chaperoning/supervising students on off-campus field trips. 	1. Volunteer Information Form 2. Background Check
Level Three	<ul style="list-style-type: none"> • transporting students by school bus or personal vehicle. 	1. Volunteer Information Form 2. Background Check 3. Volunteer Driver Application is required if using personal vehicles to transport students.

Volunteer Information

Name: _____

First

Middle

Last

Address: _____

Street

City

Zip

Phone: _____ Email: _____

Name(s) of Student(s) attending HPCA:

_____	_____	_____	_____
Student Name	Grade	Student Name	Grade
_____	_____	_____	_____
Student Name	Grade	Student Name	Grade

Relationship to students listed above: _____

Church attending: _____

Are you currently a member of this church? Yes ____ No ____ In membership process ____

What ways are you involved in your church? _____

Have you been charged with a criminal offense? Yes _____ No _____

If yes, please explain: _____

Have you ever been charged of child abuse or sexual abuse or been involved in any activities related to molesting or abusing children/youth? Yes _____ No _____

If yes, please explain: _____

I certify that all the information provided on this form is true and complete. I understand that any false information or omission may disqualify me from further consideration, and may result in my removal if discovered at a later date. I further agree that I have read and agree to abide by the High Point Christian Academy Volunteer Policy.

Signature: _____ **Date:** _____

Volunteer Background Check

(To be completed by Level 2 and 3 volunteers)

Allow 4-5 business days for processing (make checks payable to HPCA for \$15)

Last Name	Legal First Name	Middle Name	
Current Address	City, State, Zip	County	How Long?
Social Security #	Date of Birth (mo/day/yr)	Male/Female	

I, _____, hereby authorize High Point Christian Academy and/or its agents to make an independent investigation of my background, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my volunteer form and/or obtaining other information which may be material to my qualifications for volunteering now and, if applicable, during the tenure of volunteering for HPCA.

I release HPCA and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims and lawsuits in regards to the information obtained from any and all above referenced sources used.

Signature of Volunteer (for Background Check only)

Date