



The following information describes the procedures for reactivation for continuing volunteers, the process for new volunteers to obtain CRC clearance, and a summary of the appeal procedures. Please notice there are some **new changes** made for the 2016-2017 school year.

Reactivation for Continuing Volunteers

- All continuing volunteers approved for the 2016-2017 school year **MUST** reactivate as a volunteer **no later than 4:00pm on October 31 2016.** Volunteers may go to any WCPSS site and register through the **intranet**. Access to the volunteer system is: WCPSS Intranet-Business Application-Volunteer Registration. **Current volunteers, who provide a valid email address, will receive an email 15 days and 30 days prior to the expiration of their volunteer status reminding them to reactivate.**
- After October 31, 2016, individuals previously approved may not volunteer without a new criminal record check. To avoid unnecessary costs to the school system, principals and their staff should encourage continuing volunteers to reactivate early in the school year- and no later than October 31, 2016.
- The volunteer system will be open daily for reactivation/registration.

New Volunteers for 2016-2017

- Any new volunteer applicants must register and have an approved criminal record check prior to engaging in volunteer work. Applicants may register at any WCPSS site through the **intranet**. Access to the volunteer system is: WCPSS Intranet-Business Application-Volunteer Registration.
- **Applicants will be notified by email once their application has been approved or approved to drive. Applicants who are not approved will receive notice from Employee Relations.**
- The volunteer system will be open daily for registration. Expanded hours of availability in 2016-2017 make registration possible anytime with the exception of midnight Saturday to noon Sunday.



Are you a volunteer or a guest?

Guest: Visitors who are never left alone with students are considered guests. They **do not** need background checks. Typical examples would include speaker, presenter and community members/**parents** attending a school event.

Volunteers: Visitors who **may be** alone with students at any point do require background checks. There are no “levels” of volunteer status. You are either a volunteer who **may** be alone with students of you **aren't**. Typical examples range from a community volunteer who reads with a child to an overnight chaperone, **as well as field day workers, testing proctors, and volunteer coaches**. The same background check is done for every type of volunteers.

A Summary of the Appeals Procedure

Any volunteer applicant who is denied volunteer status on the basis of his/her criminal record check has 14 days to appeal in writing through Employee Relations. This letter of appeal should explain the circumstances of the charge(s) and any mitigating factors that the applicant believes should be considered. The applicants will be notified in writing of the response. Appeals should be addressed to Anthony Manzo Employee Relations, Wake County Public School System, 5625 Dillard Drive, Cary NC 27518.