



**Maranatha Christian Schools**

**LEVEL I Volunteer Application**

**Megan's Law Clearance and TB Test**

Please print your information legibly in black or blue ink

Name (full legal): \_\_\_\_\_

Maiden: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Alias: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

(Including maiden name)

ID Type & Number: \_\_\_\_\_

State: \_\_\_\_\_ Exp. \_\_\_\_\_

(Driver's license, Passport, Visa, Military ID, etc.)

Student (s) Attending MCS: \_\_\_\_\_

(Student's First & Last Name)

Briefly describe the capacity in which you intend to volunteer with Maranatha Christian Schools (area, type of work, duration, frequency, etc.).

Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me.

I hereby release Maranatha Christian Schools from liability for damage which may result from checking criminal background and references.

\_\_\_\_\_  
Signature (authorizes Background Check)

\_\_\_\_\_  
(Date)

\*\*\*\*\*

**(OFFICE USE ONLY)**

ID verified by school site representative: YES \_\_\_ NO \_\_\_

All Level I volunteers must have the following completed and on file with MCS.

- Completed Volunteer Application
- Signed Volunteer Code of Conduct
- Megan's Law Clearance
- Current TB Test (expires on: \_\_\_\_\_)
- Any official government or state issued identification with photograph (i.e. - driver's license, passport, visa, military ID, etc.)
- Volunteer ID badge

Personnel: \_\_\_\_\_ Date: \_\_\_\_\_

## Maranatha Christian Schools Volunteer Code of Conduct

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

### As a volunteer:

1. I understand that I need to have an MCS school official/staff member to report to or coordinate with on campus when volunteering and I will sign at the front office during office hours every time I volunteer. I do not have free access to the campus during school hours beyond the scope of work as an MCS volunteer and will not be issued keys.
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 leader within in the student body.
4. I will use only adult bathroom facilities while on campus.
5. I agree to never be alone with individual students without the authorization of teachers and/or school authorities.
6. 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.
7. I will maintain confidentiality outside of 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 can result in the school requesting you to leave your position as a volunteer).
8. I agree to perform under the direction and supervision of school personnel/administration. I agree to know and follow school policies and procedures. (The school in its discretion and without a statement of reasons may suspend any volunteer from further volunteer activities).
9. I agree to adhere to the school driving policies. I will not transport students other than my own family unless I have a current "Volunteer Driver Application Form" (annual renewal required) on file at MCS.
10. I will not disclose, use or disseminate student/staff photographs or personal information.
11. 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.
12. If I am expected to volunteer but cannot be present, I will arrange for a replacement from the teacher's list of volunteers. If a replacement cannot be found, I will notify the student's teacher as soon as possible.
13. 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 concerns regarding another student(s) behavior or particular situation, I am to address them to the attention of the child's teacher or staff aide on the playground. It is not my duty as a parent volunteer to discipline or intervene directly with other students.
14. Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not a sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me.

**I agree to follow MCS Volunteer Code of Conduct at all times in my role as a Maranatha Christian Schools volunteer.**

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Name- Printed

Signature of Volunteer

Date

# Volunteer Information Summary Form

\*\* All volunteers must have a current Level I or Level II Application on file\*\*

**Level I:** Volunteer in classroom or on campus (direct supervision)

- ✓ Please complete Level I Volunteer Application (on website under resources)
- ✓ Megan's Law Clearance (completed by MCS)
- ✓ Current TB test on file
- ✓ Copy of Picture ID: i.e.- Driver's license, Passport, Visa or Military ID

**Level II:** Volunteering in any off-campus activities, Field Trips, **\*transporting** students to sporting events, etc. (Unsupervised access). This is a onetime process...as long as your children are enrolled at MCS. However, TB tests expire every four years and do need to stay current.

- ✓ Please complete Level II Volunteer Application (on website under resources)
- ✓ Current TB test on file
- ✓ Copy of Picture ID: i.e.- Driver's license, Passport, Visa or Military ID
- ✓ Live Scan Background Check
  - Must be MCS issued LiveScan. LiveScan completed for other companies cannot be accepted by MCS per DOJ.

Please return your completed application to the school office or email directly to [keri.quinn@gomcs1.com](mailto:keri.quinn@gomcs1.com). Once approved, you will be issued a volunteer badge.



We absolutely do not want anyone to miss the opportunity of participating in school sponsored trips, events, etc. Please plan accordingly for processing, allow **two weeks** to receive Level I clearance; **three weeks** from the "date of finger printing" for Level II.

Unfortunately, no exceptions will be made to this policy.

\*\* Transporting Students- those interested in transporting students must also complete the Volunteer Driver Application Form for each new school year. Forms can be found on the website under **Parent Resources**. Completed forms must be submitted to the front office for processing.