

ADULT VOLUNTEER FORMS PROCEDURES

To become a volunteer for any school under direction of Calhoun County Board of Education, the following steps must be followed:

- 1. Fill out an Adult Volunteer Commitment/Agreement and a Drug-Free Workplace Verification Statement.**
- 2. The principal(s) of the school(s) for the location(s) you wish to volunteer must sign your paperwork.** If you wish to volunteer at more than one location, then all principals involved must sign your form.
- 3. Attend a brief training** about confidentiality and other issues related to volunteering within the school system. To schedule this training, contact the principal where you plan to volunteer. **The trainer must sign your paperwork.**

Once these steps are completed, your forms will be submitted to the Board of Education for approval at the next regularly scheduled board meeting.

If you have questions about any step of the approval process, please contact the Calhoun County Board of Education, 304-354-7011, extension 11.