Becoming a Level III Volunteer

with Memphis City Schools

Division of Volunteer & Community Relations

- 'n Obtain signed approval from Principal or Program Manager that states fingerprinting is required for your service.
- 'n Schedule an appointment for fingerprinting by calling 416-5622
- ယ Bring your personal identification (Driver's License, Social Security Card and this form) with you to;

Memphis City Schools Board Education 2597 Avery Avenue Room 314

presence and direct supervision of district personnel. and /or extended contact with students during t and after school without the Level III volunteers are valuable community members who have one-to-one direct

Examples:

- Overnight chaperones
- Athletic/P.E. Coaches
- One-to-one tutors
- One-to-one mentors
- Group mentors
- Extracurricular Assistants (Chess Team, Dance Team, Choir Coaches)

All fingerprints will be kept in a secured database that is hosted by the Tennessee Bureau of Investigations

all volunteers. We do not terminate or assign volunteers to schools. A final determination is left up to the Principals or program managers handicap/disability, sex, or age. The Division of Volunteer & Community Relations is responsible for conducting criminal background checks of The Memphis City Schools does not discriminate in its programs or employment on the basis of race, color, religion national origin

Thank you so much for your time and commitment to improving student achievement at Memphis City Schools.

Fingerprint Identification Form

Fingerprinting is a condition of becoming a Level III volunteer within Memphis City Schools. This form must be completed prior to being fingerprinted. Please bring your Driver's License and Social Security Number when you come for your appointment.

MI	Last Name
Alias or Maiden Name	
Home Address	
CityS	State Zip
Daytime ₱hone Number (Phone Type: (Circle Circl) Cell Home Other World
Email Address	
Preferred Contact Method: (Circle One) Daytime Phone	Email
DOB / / Gender: M	F Height Weight Ibs
Race: (Grow One) Asian Black Indian Unknown White	îte
Hair Color: (Circle One) Bald Black Blonde Brown Gray	ray Red Sandy White
Eye Color: (Circle One) Black Blue Brown Gray Green	n Hazel Maroon Multi Pink
Place of Birth State I bom in United States, Country I bom absorbers	Country of Citizenship
SSN/ Drivers' License Number	ber License State
School Volu	Volunteer Position
School/Program Approval if Coad Name of Authorized Personnel (Please Brist)	if Coach: □ Girls □ Boys Please List Sport Below:
Role: Principal AP AD Other:	Volunteer & Community Relations Use Only
Signature	Date Entered in TBI Database// TBI Confirmation #
Phone Number	VCR Rep. Initials

Rev. Aug. 2011

Fingerprint

How-to's



- complete the green sheet if you are not going to be fingerprinted. use an alternative method to screen these volunteers. MCS does not typically fingerprint people who were born before 1940. There is no need to
- Paperwork
- For school name, please indicate:
- OCOF or ATP
- 0 When you have completed your white and green sheets, please fingerprinted. the date you can come to the Board of Educationto be STAPLE them and place them in the folder that corresponds with
- Getting Fingerprinted
- 0 Come to the Board of Education (2597 Avery at Hollywood—enter the building from the Hollywood parking lot)
- 0 We accept volunteers for fingerprinting from 8:30 am - 3:30 pm. We can accept volunteers on Mondays, and Wednesdays through Fridays.
- O ALL volunteers must first come to room 314 before being fingerprinted without your green sheet in hand. to the fingerprint office first!! You cannot be <u>fingerprinted</u> in order to get your green sheet. Do not go

Friday the	Thursday the	Wednesday the	Monday the	My date to be fingerprinted is
------------	--------------	---------------	------------	--------------------------------