

Becoming a Level III Volunteer with Memphis City Schools

Division of Volunteer & Community Relations

1. Obtain signed approval from Principal or Program Manager that states fingerprinting is required for your service.
2. Schedule an appointment for fingerprinting by calling 416-5622
3. 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

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

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

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

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

Fingerprint

How-to's



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

My date to be fingerprinted is

Monday the _____

Wednesday the _____

Thursday the _____

Friday the _____