



FRIENDSHIP

CHRISTIAN SCHOOL

Knowledge | Faith | Character

Friendship Christian School Visitor/Volunteer

Thank you for your willingness to volunteer and serve!

LEVEL ONE: This person does not have direct supervision over students. This person is not to be left in charge or alone with students. Examples: attending a party in the classroom or lunch room, volunteering for Parents of Friendship, etc...

- Check in at the office with your driver's license.
- Use the Lobby Guard Scout to run a background check. You may purchase a key tag for \$5.00 that will allow you to quickly scan in each time you arrive at the school.
- If approved, WEAR the school issued badge printed by Lobby Guard for your ENTIRE stay or field trip.
- Check out with Lobby Guard Scout or the teacher in charge.

LEVEL TWO: This person does have limited direct supervision over students while on a field trip or as an assistant coach.

- Must give 48 hours' notice prior to field trip if you plan to attend.
- Follow all steps listed above for LEVEL ONE on day of field trip.
- Must attend volunteer/chaperone meeting with administration personnel prior to field trip (usually on the day of the field trip)
- Sign volunteer/chaperone paperwork provided at meeting

LEVEL THREE: This person does have direct supervision over students in the classroom, at lunch, as a substitute teacher, or as a coach.

- Please submit a resume and cover letter to the school office.
- The Administration will contact you once the resume is reviewed.
- If approved, you will receive information regarding the next steps.

PLEASE NOTE: Any person that desires to drive a school vehicle or transport FCS students in their personal vehicle for an official FCS event must fill out the proper paperwork.

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