



# 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, attending a field trip with their own child, 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 direct supervision over students in the classroom, on a field trip or as an assistant coach.

- Complete the online [Child/ Student Ministry Volunteer Application](#) - a full social security and criminal background check will be conducted.
- Watch the assigned online child safety video and complete the online quiz. (Please print a copy of the score to turn in to the school office for verification). Please allow 90 minutes to complete this step.
- Read the child safety [handbook](#). Please sign the [acceptance page](#) and turn it into the school office.

**LEVEL THREE:** This person desires to be a substitute teacher or head athletic 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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