



FRIENDSHIP

CHRISTIAN SCHOOL

Knowledge | Faith | Character

Friendship Christian School Visitors/Volunteers FAQ

1. Who is a **Level One** visitor?
 - Anyone who would like to visit on campus during the school day (lunch, class parties).
 - Anyone who would like to assist during Parents of Friendship on-site events.
2. What is required for a **Level One** visitor to be on campus?
 - 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.
3. Who needs a **Level Two** volunteer status?
 - Anyone who will have direct supervision over students.
 - Anyone who attends an off-campus field trip.
 - This includes:
 - Parents who would like to assist the teacher by supervising additional students during a field trip.
 - Parents who would like to work with students in the classroom.
 - Anyone who would like to be an assistant coach.
4. Is this **Level Two** volunteer status different from what FCS has done before?
 - FCS has had a policy in place for several years for volunteers who will have direct supervision of students.
 - In the past, applicants for this level of clearance would fill out a paper application and turn it into the office. We found that there were inconsistencies with the paper application process in that it was more difficult to track who had been approved for the Level Two volunteer status and who would therefore be able to supervise students other than their own.
 - In order to streamline the application process, we have changed the paper application to an online application. The information included in the online application is the same as the paper application. (see below for more information regarding the online application process)
5. Why is FCS requiring a **Level Two** volunteer status for those interested in direct supervision of students?
 - Providing for the safety and security of our students is of utmost importance to us.
 - We have been advised by an organization that specializes in child abuse prevention and our legal counsel that there is a need for added measures to be taken when screening those who will have direct supervision over our students.
6. What type of information should I be prepared to answer on the online application? (Note: For security reasons, the online application may not be completed on a mobile device.)
 - The questions on the application have been formulated by a company that specializes in child abuse prevention and approved by our legal counsel.
 - These questions are asked in order to provide the utmost level of security for our students.

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- Please be prepared to include the following information on your application:
 - Church you attend
 - Salvation testimony
 - Pastoral staff member name and email (to attest to your involvement with the ministry)
 - 2 personal references with name, address, phone number
 - Education history
 - Employment history (note: When prompted to supply salary, feel free to put \$1 in the blank.)
- Please note that the system may pause to catch up with the inputting of information.
- If you are unable to go to the next page or enter submit, please look over the page to make sure you have completed all of the required fields. You will not be able to move to the next page if a required field is left blank.

7. Who sees the application once it is submitted?

- The application is processed electronically and sent to a ministry appointed representative to process.

8. After I complete the online application, what is the next step that I must take?

- After you submit the online application, you will receive an email within a couple of business days that includes a link to an online child safety video.
- 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](#) found on our website and sign the acceptance page (also found on the same page on the website) and turn it into the school office.
- Please allow up to two weeks to complete the volunteer application process.

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