

Volunteering at Farmington Woods in 2016-17

The following information describes the procedures for reactivation for continuing volunteers, the process for new volunteers to obtain CRC (criminal records check) clearance, and a summary of the appeal procedures.

Reactivation for Continuing Volunteers

- All continuing volunteers approved for the 2015-16 school year **MUST** reactivate as a volunteer **no later than 4:00 p.m. on October 31, 2016**. Volunteers may go to any WCPSS site and register through the intranet. Access to the volunteer system is: WCPSS Intranet – Business Applications – Volunteer Registration.
- After October 31, 2016, individuals previously approved may not volunteer without a new criminal record check, which can take 2-3 weeks to be completed.
- The volunteer system will be open daily for reactivation/registration for 2016-17 beginning July 1, 2016.

New Volunteers for 2016-17

- Any ***new*** volunteer applicants for the 2016-17 school year must register and have an approved criminal record check prior to engaging in volunteer work. Applicants may register at any WCPSS site through the intranet.
- The volunteer system will be open daily for registration from July 1, 2016, through October 31, 2016.
- New volunteer registration can take 2-3 to be approved, so please plan to register early in the year so that there is no barrier to your participation in our school community.

Families New to Farmington Woods but had approved volunteer status at another Wake County School

- Complete the procedure for reactivation for continuing volunteers by October 31, 2016
- During the reactivation process, update your school list to include ***Farmington Woods Elementary***
 - Note that you will not be approved to volunteer at Farmington Woods until you have reactivated your volunteer status for Farmington Woods, as our school does not have access to volunteer records at other schools. If you are interested in volunteering early in the year, please use time available prior to the start of the school year to update your status.
- You will be cleared to volunteer at Farmington Woods as soon as your name appears on our school's approved volunteer list. Please allow 2-5 days for this reactivation to be processed.

A Summary of the Appeals Procedure

Any volunteer applicant who is denied volunteer status on the basis of his/her criminal record check has 14 days to appeal in writing through Employee Relations. This letter of appeal should explain the circumstances of the charge(s) and any mitigating factors that the applicant believes should be considered. The applicant will be notified in writing of the response. Appeals should be addressed to Anthony Manzo, Employee Relations, Wake County Public School System, 5625 Dillard Drive, Cary, NC 27518.