



Volunteering at Yates Mill Elementary School 2018-2019

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 that were approved during the 2017-2018 school year **MUST** reactivate as a volunteer **no later than 4:00 p.m. on Thursday, November 15, 2018**. Volunteers may go to any WCPSS site and register through the **intranet**. Access to the volunteer system is: WCPSS Intranet - Business Applications - Volunteer Registration. **Current volunteers, who provide a valid email address, will receive an email 15 days and 30 days prior to the expiration of their volunteer status reminding them to reactivate.**
- After November 15, 2018, individuals previously approved may not volunteer without a new criminal record check.
- The volunteer system will be open daily for reactivation/registration beginning July 2, 2018. You can come to Yates Mill to complete this process between the hours of 8:00 a.m.-4:00 p.m. in the media center.

New Volunteers for 2018-2019-

- Any new volunteer applicants 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**. Access to the volunteer system is: WCPSS Intranet - Business Applications - Volunteer Registration.
- **Applicants will be notified by email once their application has been approved or approved to drive. Applicants who are not approved will receive notice from Employee Relations.**
- The volunteer system will be open daily for registration from 8:00 a.m.-4:00 p.m. Expanded hours of availability in 2018-2019 make registration possible anytime with the exception of midnight Saturday to noon Sunday.

Families New to Yates Mill but had approved volunteer status at another Wake County School-

- Complete the procedure for reactivation for continuing volunteers by **November 15, 2018**
- During the reactivation process, update your school list to include Yates Mill Elementary School. Please note that you will not be approved to volunteer at Yates Mill until you have reactivated your volunteer status, 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 Yates Mill 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.

Thank you for your cooperation!