



# Volunteering at Davis Drive Middle School 2019-2020



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 2018-2019 school year **MUST** reactivate as a volunteer **no later than 4:00 p.m. on Thursday, October 31, 2019**. Volunteers may go to any WCPSS site and register through the **WCPSS Volunteer System**. **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 October 31, 2019, individuals previously approved may not volunteer without a new criminal record check.
- The volunteer system will be open daily for reactivation/registration beginning July 1, 2019. You can come to Davis Drive Middle School to complete this process between the hours of 8:00 a.m.-3:00 p.m. in the media center.

## New Volunteers for 2019-2020-

- Any new volunteer applicants must register and have an approved criminal record check prior to engaging in volunteer work. Applicants may go to any WCPSS site and register through the **WCPSS Volunteer System**. **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.-3:00 p.m. Expanded hours of availability in 2019-2020 make registration possible anytime with the exception of midnight Saturday to noon Sunday.

## Families New to Davis Drive Middle but had approved volunteer status at another Wake County School-

- Complete the procedure for reactivation for continuing volunteers by **October 31, 2019**
- During the reactivation process, update your school list to include Davis Drive Middle School. Please note that you will not be approved to volunteer at Davis Drive Middle 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 Davis Drive 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!**