

## Volunteering with CMS: A GUIDE TO ACCESS REQUIREMENTS



We are always delighted to welcome new volunteers to our schools. In fact, we rely on families and community members to supplement the hard work of our teaching staff. Your time, your talents and your treasure bring a plethora of experience—personal and professional—to our students.

Obviously, our main priority has to be the safety of those entrusted to our care. For this reason, and in line with state requirements, we have four levels of volunteer access with varying degrees of clearance requirements—you will see those detailed on the other side of the page.



Questions?  
Call or email  
your school or  
call our District  
Volunteer department  
at 980-343-0474.

Thank you for considering  
volunteering with CMS!



Every Child. Every Day. For a Better Tomorrow.

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Level

1

### PARENTAL ACCESS

All parents have access to their child(ren) within the school. Visits should be scheduled in advance when possible.

**Clearance:** Parents will be required to sign in with LobbyGuard, which will run names and dates of birth to check for sexual offenses.

Level

2

### UNSUPERVISED ACCESS WITHOUT DRIVING

Volunteers have access to any student(s), within or outside of school property, without direct supervision of a CMS employee, e.g., one-on-one tutoring and field trip chaperone.

**Volunteer Clearance:** All requirements of level 2, plus Social Security number.

Level

3

### SUPERVISED ACCESS WITHOUT DRIVING

Volunteers have access to any student(s), within school property, under the direct supervision of a CMS employee, e.g., classroom volunteers.

**Volunteer Clearance:** One form of valid photo ID indicating name and date of birth, such as driver's license or passport.

Level

4

### UNSUPERVISED ACCESS WITH DRIVING

Provides the same degree of access as level 3, but volunteers may drive children as part of their volunteer activity.

**Volunteer Clearance:** As level 3, but a valid driver's license must be presented for driving-history check along with proof of liability insurance.



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