

# VOLUNTEERING IN APS

*An important activity that helps your child – and his or her school!*

Volunteering is an important part of your child's education. Volunteers can be parents, grandparents or interested community members. Volunteers make a difference in our students' lives and play an invaluable role in their education and development. Students' behaviors improve drastically when they know their parents or other interested parties are a part of the school.

Volunteering can occur in various capacities throughout the school year. It includes participation in PTA and Local School Council meetings to assist the school in its progress toward excellence. Volunteer activities vary from school to school, and volunteers can help with a wide variety of activities in many places in the school, such as:

- Classroom
- Booster tutoring
- Office
- Library
- Field trips-driving, escorting
- Science lab
- Musical assistance, such as violin tuning
- Noon supervision
- Kinder playground supervision
- Art

Want to get involved? To find out how you can help, contact your child's school or PTA.

# APS Volunteer Registration Process

Volunteers are an integral part of our instructional program. Below is the APS procedure for registering school volunteers.

## **Procedure:**

1. Each school will determine the level of the volunteer's planned activities based on the guidelines in [regulation GAK\(1\)-R\(1\)](#).
2. If the volunteer's activities will include level 3 activities (unsupervised interaction with students), a designated school employee will contact HR (Valeria Richardson) to arrange for fingerprinting/background check. Payment for the background check may be provided by the volunteer or funds designated by the local school or PTA. *Volunteers may not participate in level 3 activities until they have been cleared by HR. Volunteer background checks must be repeated once every five (5) years.*
3. Each school will advise the volunteer to complete a [volunteer release form](#) and the [Volunteer Child Abuse Training](#).
4. Designated school personnel will make a copy of the volunteer's state-issued photo identification.
5. For level 2 volunteers, school personnel will go to the Georgia and federal sex offender registry websites, search for the individual and complete the bottom portion of the [volunteer release form](#).
6. If the prospective volunteer is a registered sex offender or fails the background check, volunteer is disqualified from *all volunteer activities*. *The school will keep [volunteer release forms](#) for disqualified volunteers on file in main office.*
7. Once approved, the school will keep all [volunteer release forms](#) (including copy of photo ID) on file in main office. The school will ensure that level 2 volunteers and the staff members that volunteers will be assisting are aware that an APS employee or at least two (2) other adult volunteers must be present with them at all times.

Get started today. Download the [Volunteer Release Form](#). For more information, view the [Administrative Regulation GAK\(1\)-R\(1\) Criminal Background Check - School Volunteers](#).

# FLS Volunteer Registration Tip Sheet

1. Decide on an area(s), department, or class of *volunteer-interest* to support.
2. Complete Volunteer Release Form.
3. Submit/scan “complete” Volunteer Release Form via email to Frank L. Stanton ES with a copy of Georgia Driver’s License OR current Photo ID. **Attention: Tomeka Williams, Secretary @ [tdwilliams@atlanta.k12.ga.us](mailto:tdwilliams@atlanta.k12.ga.us)**

***NOTE: Forms will be processed within 3-5 days upon receipt.***

4. Volunteer candidates will be notified via email for next steps as applicable.
5. After APPROVAL, complete the online **Child Abuse Training** In-service-accessible on the district’s website.  
***Search VOLUNTEER on Atlanta Public Schools MAIN WEBPAGE.***
5. A FLS Staffer will contact you to schedule a volunteerism appointment, etc.

For additional information or support, please contact Ms. Tomeka Williams @ [tdwilliams@atlanta.k12.ga.us](mailto:tdwilliams@atlanta.k12.ga.us) OR 404-802-7500.