



Volunteer Application Process Frequently Asked Questions (FAQ)

- What is the background check process?
 - The volunteer background check process includes a nationwide search of criminal databases and sex offender registries. There is no charge for the background check, and no information about the content or nature of the background check is shared with school principals or staff. Social Security numbers are strictly confidential and are never made available to school personnel.
 - Applicants would like to serve as a volunteer with the Jasper County School District must complete an online application by visiting the district or school website, on the main page select: Students and Families – Links – Volunteer Services
- How do I know if my application was submitted?
 - The applicant will receive a confirmation email (within 24 hours) after the application. Applicants should check their email inbox (spam, junk, clutter, etc.) to ensure their application was submitted successfully. **If no confirmation email is received, please re-submit or contact your school Volunteer Coordinator. Please check for this email within a few days after submitted, failure to confirm may result in delay of application process.**
- How do I know if my application was approved?
 - **Once the applicant receives the confirmation email**, it takes approximately **20** business days to receive their volunteer badge or a letter of denial via mail.
- Who do I contact if I receive a letter of denial?
 - For more information pertaining to the letter of denial, contact Personnel
 - Administrator, Shaakira Saffir, Shaakira.Saffir@jcsd.net, 843-489-8892 ext. 1201
- What do I do once I receive my badge?
 - Once a volunteer receives their badge, they will be able to serve as needed.
 - During first visit, volunteers will also need to bring a government-issued photo ID when entering the school to verify identity.
 - Volunteer must present badge and sign in ○ Badge must be worn while on volunteer duty.
- How long is my badge active? Badges are active for one year. There is a 45 day window to reactivate before the badge expiration date. Volunteers can also reactivate their card after the expiration date, by following the same online procedures.
- Who is the Volunteer Coordinator for my school/site:
 - Hardeeville Elementary School – Althea Wigfall
 - Hardeeville-Ridgeland Middle School – Senaca Baines
 - Ridgeland Elementary School – Shirley Mears
 - Hardeeville-Ridgeland High School –Joanne Owens