



Dear Tazewell County Public Schools Volunteer,

Thank you for your interest in working in our schools and with the students of Tazewell County. To help ensure the safety of our students, faculty, and staff, background screens for volunteers are required (Board Policy GBN – Staff Hiring Procedures). All background screens require a criminal background check (\$16.95 **) and a Virginia Department of Social Services Search (\$10.00 money order made payable to VA Dept. of Social Services **) and sent to Central Office. **DO NOT SUBMIT FORM TO THE VA DEPT. OF SOCIAL SERVICES.**

Additionally, volunteering for coaching positions will also require the following:

- Volunteer Coach Clinic
- Drug Test
- Two forms of identification
- Tuberculin Evaluation

To obtain information about the requirements listed above for volunteering to coach, please contact the Supervisor of Human Resources at (276) 988-5511 ext. 2400.

The following will provide guidance in you becoming an approved volunteer. Before your application will be processed by Secure Volunteer, you will need to be approved by the Principal at the school you wish to volunteer.

Let's get started!!

Step 1:

To start, [click here](#) to complete and submit an online application.

Step 2:

Once you complete the online application, you will receive the following email notification from *Secure Volunteer*:

Dear (Name):

This email is a confirmation of your background screen application you submitted through the Secure Volunteer website of Tazewell County Public Schools. We have charged your credit card in the amount of \$16.95. Once your background screen has been conducted, you will receive an update regarding your application approval.

Thank you for choosing to volunteer and for using Secure Volunteer.

Step 3:

Please continue with your background check with the Department of Social Services (DSS), [click here](#) to complete. Once completed, bring it to the Human Resources Clerk at Tazewell County Public Schools Central Office to have it notarized. Contact the Human Resources Clerk at (276) 988-5511 ext. 2370 to schedule an appointment.

Step 4:

After you have cleared both volunteer screenings you will receive an email notification from *Secure Volunteer*:

Dear (Name):

Congratulations! Your volunteer application for Tazewell County Public Schools has been approved. You should receive your ID card within 14 business days. The card will be mailed to the address you provided. Until you receive the card, please use this emails as a temporary card. Please present this email along with a government issued photo ID while volunteering. Below please find your Secure Volunteer application information. For additional questions regarding the application process, please visit the Secure Volunteer FAQs. For specific questions regarding volunteering, please contact Tazewell County Public Schools.

Thank you for your commitment to volunteering!

Sincerely,

Secure Volunteer – Powered by BIB

You are ready to volunteer! Your volunteer screenings are valid for 2 years (expiration on your ID card). Tazewell County Public Schools reserves the right to utilize volunteers at their discretion and may terminate your involvement for cause. Please enjoy your time working with Tazewell County Public Schools. We appreciate your willingness to work with our faculty, staff and student.

** All fees are the responsibility of the volunteer **