

# P.A.S.S. Volunteer Procedures

1. **Apply Online** at [www.berkeleycountyschools.org](http://www.berkeleycountyschools.org) by following these steps:
  - a. Go to [www.berkeleycountyschools.org](http://www.berkeleycountyschools.org) and hover your mouse over the menu option **<Departments>** until a drop-down menu appears.
  - b. Once the drop-down menu appears, go to and click on **<Pupil Services>**.
  - c. Once on the **<Pupil Services>** webpage, look at the menu on the left-side of the webpage and click on **<P.A.S.S. (Providing Academic and Self-Esteem Support)>**.
  - d. Once on the P.A.S.S. webpage, scroll to the bottom of the page and find the sentence **<Click here to apply to become a PASS Volunteer>**.
  - e. Click the word **<here>** in the sentence mentioned above. You will be redirected to a different page to complete the application.
  - f. Fill in the application. Application will include items such as your preferred (1) age group, (2) schools, and (3) training date.
  
2. **Secure Volunteer Background Check**
  - a. **PLEASE NOTE:** A background check is required in order to work with our students.
  - b. We cover the cost of the background check since you are applying to become a volunteer for our students. Thus, we enter your profile information to avoid your having to pay for the background check. The requested profile information includes your name, SSN, gender, DOB, address, etc.
  - c. \*\*\*A separate link entitled **“Secure Volunteer Background Check Information Request”** is provided on the PASS webpage to gather your confidential background information. Click on the link to provide the requested information. \*\*\*
  - d. **Your personal profile information will be destroyed once the background check has been completed.**
  
3. **Attend Training**
  - a. **Training dates have been placed on hold.** We plan to resume training by the end of October. **All new volunteers will be / are required to go through the district's training process, and will be notified when training dates are available. Contact will be based on the information provided on the P.A.S.S. volunteer application.**
  
4. **School P.A.S.S. Coordinators will notify volunteers (you) of your start date and assigned students.**

**PLEASE NOTE: Individuals will be notified if there is any reason the volunteer application is not approved.**