

STEPS TO BECOME A
SPRING MILLS MIDDLE SCHOOL VOLUNTEER:

IF YOU WORK FOR BERKELEY COUNTY SCHOOLS:

1. PRINT AND COMPLETE THE VOLUNTEER APPLICATION ON OUR WEBPAGE.
2. PLEASE WRITE AT THE BOTTOM OF YOUR APPLICATION THAT YOU ARE A BCS EMPLOYEE AND INCLUDE THE SCHOOL OR OFFICE YOU WORK FOR IN OUR COUNTY. YOU DO NOT NEED TO HAVE AN ADDITIONAL BACKGROUND CHECK.
3. SEND THE COMPLETED APPLICATION TO SCHOOL WITH YOUR CHILD OR DROP IT BY THE OFFICE.
4. AFTER BOARD APPROVAL, YOU WILL BE A LEVEL ONE CHAPERONE.

IF YOU DO NOT WORK FOR BERKELEY COUNTY SCHOOLS AND YOU WANT TO BE QUALIFIED TO CHAPERONE FIELD TRIPS:

1. GO TO THE BERKELEY COUNTY SCHOOLS HOME PAGE AND COMPLETE THE APPLICATION AND REGISTER FOR THE SECURE VOLUNTEER BACKGROUND CHECK. THE DETAILS OF THE BACKGROUND CHECK AND PAYMENT ARE ONLINE.
2. YOU WILL RECEIVE AN EMAIL FOR APPROVAL OR DENIAL FROM SECURE VOLUNTEER.
3. IF YOU ARE APPROVED BY SECURE VOLUNTEER, THE COUNTY WILL NOTIFY SPRING MILLS MIDDLE SCHOOL. SMMS WILL ADD YOUR NAME TO OUR SCHOOL'S LIST FOR BOARD APPROVAL.
4. AFTER BOARD APPROVAL, YOU WILL BE A LEVEL ONE CHAPERONE.