

VOLUNTEER VOLUNTEER VOLUNTEER

WHAT DO I NEED TO DO TO VOLUNTEER?

We require anyone who wishes to help on any of our three campuses to complete a Volunteer Clearance application. (See steps below) Our clearances are run through a secure site "Protect My Ministry" and there is no cost to our parents for this process.

Please complete the application on a desktop or laptop computer. Do not use a mobile device such as a cell phone or tablet.

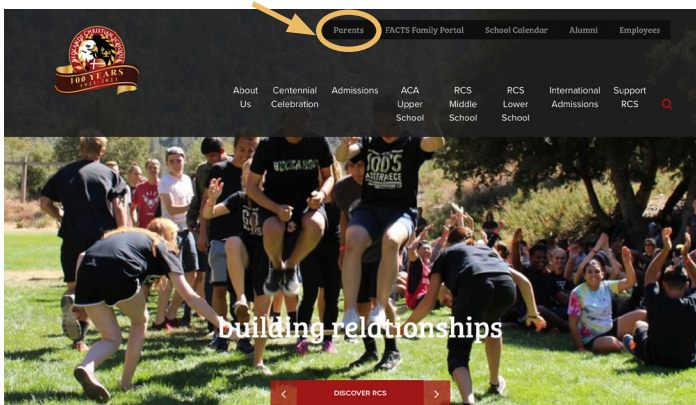
If you previously completed the volunteer clearance, a new application is not required again. (The clearance is done every 3 years and will be re-run automatically when it expires).

All volunteer hours are eligible for Enhancement Fee/Community Service credit. After completing your volunteer hours, submit the electronic form under "Parents" on the school website.

For drivers clearance, all drivers must note on the volunteer application, their desire to drive and receive a DMV clearance.

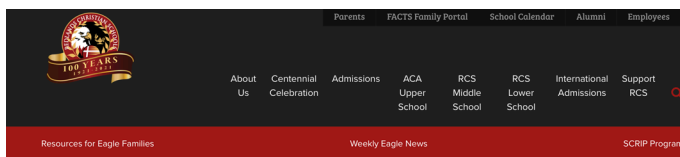
Step by Step

Step 1 Go to school website (www.redlandschristian.org)
Click on Parents tab



Redlands Christian Schools is a comprehensive Pre-school-12th grade Christian school committed to partnering with the home and church to educate the next generation of Christian leaders. RCS is characterized by a loving community, outstanding academics and a genuine faith.

Step 2 Click on the Volunteer Clearance Application button



Parent Involvement



Become a Volunteer Redlands Christian Schools welcomes the opportunity to partner with our families by offering multiple ways to get involved in the community. All volunteers are required to complete the Volunteer Clearance Application below. There is no cost to parents/family members for this process. The clearance is good for three (3) years and will be automatically processed for renewal for enrolled families.

Upon clearance, an email will be sent with instructions on how to obtain a volunteer badge. Drivers will be required to provide a copy of a valid driver's license as well as proof of insurance. Once a badge is issued, volunteers are required to wear the badge at all times while working in a volunteer capacity.

Please follow this [LINK](#) to learn about additional requirements for Preschool Volunteers.

[VOLUNTEER CLEARANCE APPLICATION](#)

[SUBMIT VOLUNTEER HOURS](#)



Step 3 Fill out the application and submit

If you wish to drive students, make sure you answer "yes" to that specific question.

Step 4 I've filled out the application. Now what?

Congratulations! Thank you for your willingness to volunteer at Redlands Christian Schools! It's a great way to meet people, work to make RCS the amazing community that it is, and earn some Enhancement hours and help yourself!

You will be receiving two emails:

The first one will be from **Protect My Ministry** to tell you that your application has been received. This usually takes a couple of days so keep checking your email. If you do not hear back, please contact Susanne DeJong at sdejong@redlandschristian.org.

The second one will be from Mrs. Susanne DeJong and will let you know the status of your clearance. She will include instructions on what you need to do next.

1. We will need your photo to put on your volunteer badge. Please no hats or sunglasses. You can email us a photo (swagner@redlandschristian.org) or you can stop by the Lower School Front Office and a photo will be taken.

2. If you requested a DMV clearance in your application, we will need a copy of your drivers license and current auto insurance. If either of these expires while you are a volunteer at RCS, we will request current copies.

3. Once these items have been received, we will issue a Volunteer badge. The badge is good for 3 years so please take care of it. You will receive an email to let you know where to pick up your badge.

- You will need to wear your badge whenever you are on one of our campuses and when transporting students.
- Do not leave it in your car, especially during the hot summer months. Do not wash it in the laundry.
- If your badge is lost or destroyed, a new one will be made for you. Please make every effort to keep track of it.
- Please remember that while you are wearing your badge, you are a representative of Redlands Christian Schools.