



2025-26 Volunteer Clearance Form

Dear School Volunteer:

Thank you for your interest in volunteering at our school. Volunteers are an integral aspect of a great school. Bridges Preparatory School has instituted the following guidelines for all who wish to volunteer their time at our school. This includes field trips, classroom support, eating lunch with your child(ren), and any other volunteer support that may involve direct contact with students at our school. You have to do a new SLED check each school year. You only need to fill out one SLED check if you have more than one child. The one packet is good for all your children.

Bridges Preparatory School expects all volunteers to follow the guidelines listed below:

- All volunteers must have a cleared SLED check from the SC district office.
- A fee is required to process all SLED requests. If you pay the fee online, the cost is \$8.00 plus a small transaction fee. If you choose to pay the fee in person with cash or check, the cost is \$10.00. Online payments can be made by going to our website at www.bridgesprep.org/online-payments. (You will be required to print the receipt and turn in with the completed packet.)
- All volunteers must check in at the front desk to obtain a visitor's badge.
- All volunteers are expected to practice professionalism, such as arrive on time, turn off cellphone, and dress appropriately.
- To ensure safety and minimize distractions to the learning environment, please do not bring infants or non-school age children to school with you while you are volunteering.
- Volunteers are to use staff restrooms only (located in teacher workrooms).
- Confidentiality of information obtained through your volunteer efforts must be maintained.
- Respect the privacy of everyone in the classroom. This includes materials you may see on the students' or teachers' desks.
- When addressing student behavior, ask politely twice, then inform the teacher.
- The school reserves the right to revoke volunteer privileges at any time.

We thank you for your willingness to assist us in helping all students succeed. Adherence to these guidelines will help ensure that all students learn in a safe, secure environment.

By signing this form, I represent that I have not been convicted of a felony, and not a registered sex offender. I agree to allow the school to run a SLED (background) check through the SC Charter School District.

Print Name: _____

Email: _____

Volunteer's Signature: _____

Student Name/Grade Level/Teacher's Name: _____



Bridges Preparatory School Confidentiality Agreement

WHEREAS, BRIDGES PREPARATORY SCHOOL is in need of volunteers to assist at school during the 2025-26 school year.

WHEREAS, after conducting the necessary background checks and qualification assessments, BRIDGES PREPARATORY SCHOOL has agreed to allow you to serve as a Volunteer, which will require exposure to and the handling of numerous confidential matters, confidential information, and related matters for students, both general and specific, as well as transmittal of electronic and email communications, in the ordinary course and scope of the services to be provided by Volunteer on behalf of BRIDGES PREPARATORY SCHOOL.

WHEREAS BRIDGES PREPARATORY SCHOOL desires to maintain the strictest of confidentiality of all matters in general and specific relating to the students and the operation of the school, as well as to the general and specific procedures, techniques or educational strategies, in addition to any student-related information entrusted to Volunteer by BRIDGES PREPARATORY SCHOOL.

WHEREAS BRIDGES PREPARATORY SCHOOL will provide the Volunteer an orientation packet containing information concerning the rules, protocols, and procedures to be followed during their association with BRIDGES PREPARATORY SCHOOL.

WHEREAS, BRIDGES PREPARATORY SCHOOL is required to protect, maintain the confidentiality of student matters and information, both during and for the pendency of Volunteer's association with BRIDGES PREPARATORY SCHOOL as a Volunteer, as well as after the Volunteer ceases serving as one at Bridges Preparatory School.

NOW THEREFORE, as and for the consideration of the opportunity to serve as a Volunteer, the parties hereto, hereby mutually agree, promise and covenant to keep and abide by the following terms and provisions in order to achieve and fulfill the above stated purposes and objectives of this agreement.

The Volunteer agrees that during his/her association with BRIDGES PREPARATORY SCHOOL and after the termination of such association, the volunteer will not disclose to anyone whomever any facts, events, descriptions whatsoever, either general or specific, regarding any student or any information or strategies pertaining to any student matter. The Volunteer further agrees not to use or transmit any email communications for any other purpose other than those associated with and/or required while serving as a Volunteer.

The Volunteer agrees to adhere to all rules, protocols, and procedures as provided in the orientation packet. Furthermore, it is fully understood that this agreement is separate from and collateral to the association relationship which is at will, and nothing about this agreement shall be construed in any fashion to create a contract or employment.

Parent /Guardian Signature/Date: _____



BRIDGES PREPARATORY SCHOOL

Permission for SLED Background Check

Print:

Last Name: _____ First Name: _____

Middle Name (Optional): _____ DOB: _____
(Format: mm/dd/yyyy)

Gender (check one): Female _____ Male _____ Maiden Name(Optional) _____

SSN: _____

Position (Choose one): Staff _____ Coach/Asst. Coach _____ Volunteer _____ Intern _____
Other _____ Please Specify _____

I give my permission for Bridges Preparatory School to conduct criminal background checks of local, state, and national law enforcement databases as a condition of my employment or volunteer position with Bridges Preparatory School.

In addition, I, _____, certify that I am not currently nor have been in the past the subject of an investigation pertaining to accusations or allegations or charges against me of child abuse, child neglect, or sexual abuse, harassment or exploitation of a child.

Check one:

I have **NOT** been found guilty or convicted of any violation of law other than a traffic ticket.

I have been found guilty or convicted of a violation of law other than a traffic ticket.

(Provide explanation below): _____

NOTICE: Bridges Preparatory School does not discriminate on the basis of race, gender, disability, age, religion, immigrant status, or national origin in its educational programs and employment practices.

All statements provided on this form, my application for employment, and references are true and accurate with full disclosure by me of all information pertinent to my employment or volunteer position in a K-12 educational setting.

Signature: _____ Date: _____

(Revised 3/5/25)