



CINCINNATI CHRISTIAN SCHOOLS

*Christ-Centered 21st Century Education*

Dear CCS volunteer,

Thank you for your willingness to volunteer your time to work with our students!

Attached to this letter is the Volunteer Application form. This application needs to be completed once per school year so that a background check may be done. Return the application in a sealed envelope addressed to my attention.

I will process the application and an e-mail will be sent to you from [message@mobilizebyministry.com](mailto:message@mobilizebyministry.com) with a link to the video that must be viewed. There is a test at the end, and then I am automatically notified that you have completed the process. You only need to watch the video once. The video may take up to two hours to complete, so allow extra time.

I have created a spreadsheet that all teachers have access to and once you complete the process they can see that you are ready to volunteer.

For questions relating to specific field trips, please contact the teacher in charge.

If you have questions about completing the volunteer process, I will be happy to assist.

For His children,

A handwritten signature in black ink that reads "Peggy Head".

Mrs. Peggy Head  
Cincinnati Christian Schools  
(513) 892-8500  
[Peggy.head@cincinnati.org](mailto:Peggy.head@cincinnati.org)

**Elementary Campus**

7350 Dixie Highway, Fairfield, OH 45014 | Phone 513.874.8500 | Fax 513.874.9718

**Junior/Senior High Campus & Administrative Offices**

7474 Morris Road, Fairfield, Ohio 45011 | Phone 513.892.8500 | Fax 513.892.0516



## Volunteer Application

This application is to be completed at the beginning of every school year by all applicants for any volunteer position within Cincinnati Christian Schools (CCS) involving the supervision or custody of minors. The video that is connected to this policy must only be viewed once. By completing this application, you are affirming that you have read and are personally committed to the written philosophy of education, mission, vision, and core values of CCS.

### General Information:

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ zip \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

\*E-mail address \_\_\_\_\_ (\*must be provided for processing)

Relationship to children attending CCS (if any) \_\_\_\_\_

### Authorization for Criminal Records Check

I hereby authorize Cincinnati Christian Schools to request the release of any information which pertains to any record of convictions contained in law enforcement files or in any criminal file maintained on me whether local, state, or national.

Applicant's signature \_\_\_\_\_

Print name (including print maiden name if applicable) \_\_\_\_\_

\*Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth \_\_\_\_\_

\*Social Security Number \_\_\_\_\_ (\*cannot be processed without this)