



Volunteer Procedures

As a volunteer, you are an important part of the school community. School volunteers may be parents, grandparents, or community members.

Jackson County Public Schools promotes and encourage the help of school volunteers in order to expand and enhance parental and community involvement in our schools while continuing to maintain a high level of safety and security.

An individual who wishes to volunteer or chaperone shall be approved by the Principal/Designee and the Office of Human Resources prior to serving in the school. All individuals wishing to serve in a volunteer capacity must register in Volunteer Tracker.

A review of the national sex offender registry and criminal background check will be completed on each individual. The results of all background checks will be held confidential. Individuals with a criminal history may not be approved. If the decision is made to deny clearance, the individual will be notified by letter and made aware of the appeal procedures. A volunteer may be removed from service at any time based on the best interest of the school.

Visitor	Volunteer/Chaperone
Activities do not include student supervision. Visitors participates in limited school activities and has continuous supervision by school staff. Always in a highly public setting and never in a restricted or enclosed area alone with students.	Volunteer activity includes direct contact and supervision of students for extended time without direct supervision of school faculty/staff.
Examples (not limited to)	Examples (not limited to)
Guest Speaker, Book Fairs, Athletic Boosters, Band Boosters, Concessions, Fundraisers, Field Day, Special School Celebrations, PTO/PTA Activities, Classroom Helper, Attending Day Field Trip	Volunteer Coach, Volunteer Tutor, Extracurricular Coach (Band, Chorus, Clubs), Student Mentor, Overnight Field Trip Chaperone, Regularly Scheduled Classroom Helper, Supervising a group for a day field trip
Procedure	Procedure
Sign IN and OUT with the school office and wear ID badge while on campus. Must have valid driver’s license when checking in on campus. Screening required. Review of the national sex offender registry.	Register with Volunteer Tracker . Upon approval, sign IN and OUT with the school office and wear ID badge while on campus. Screening required. Review of the national sex offender registry and criminal background check.

Visits from former students must take place after the school day.

When volunteering after school hours, participants should check-in with the person coordinating the activity.

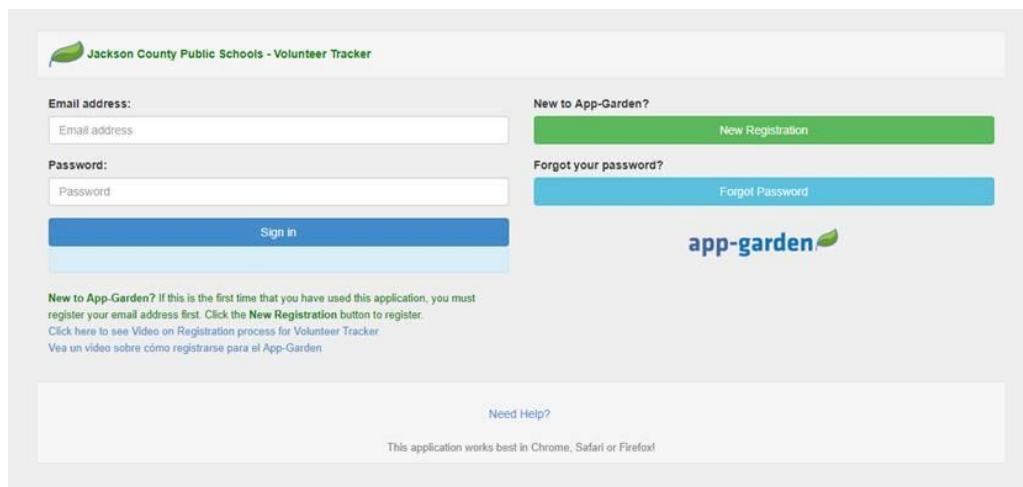
Getting Started

A new automated volunteer management program called Volunteer Tracker is being implemented in Jackson County this school year. We are very excited as it provides many benefits over the current process. Volunteers will be able to go to Jackson County Schools' webpage and click the Volunteer Link to complete a volunteer application. Once the application is submitted, human resources will be notified and background checks will be initiated. When the volunteer is approved, they will be notified along with the volunteer coordinator at the school. The volunteer will also be notified of this approval.

The link to access your Jackson County Schools Volunteer Tracker database is:

<https://appgarden2.app-garden.com/VolTrackNC500.nsf>

This link is also located on the district website. The first time you access the system you will need to click on the registration link, "New Registration" (see below) to register your email address and create a password.



Jackson County Public Schools - Volunteer Tracker

Email address:
Email address

Password:
Password

Sign In

New to App-Garden?
New Registration

Forgot your password?
Forgot Password

app-garden

New to App-Garden? If this is the first time that you have used this application, you must register your email address first. Click the **New Registration** button to register.
Click here to see Video on Registration process for Volunteer Tracker
Vea un video sobre cómo registrarse para el App-Garden

Need Help?

This application works best in Chrome, Safari or Firefox

There is a video that will guide you through the registration process. At the Jackson County Schools Volunteer Tracker login page (listed above), you will click on "Click here to see Video on Registration Process for Volunteer Tracker". If you need assistance, click on "Need Help?" at the bottom of the login page.

Below is the link to the video:

<https://vimeo.com/263173236/9c779c6bf1>

You may also click on the link below to submit a support ticket.

<https://appgarden.freshdesk.com/en/support/tickets/new>

The Support Desk number is 1-800-425-0720.

Thank you for being a part of our school family.

