

EVERGREEN

CHRISTIAN SCHOOL

ECS VOLUNTEER & DRIVER PROCEDURES

Volunteer

To volunteer please complete the required background check process at least **two weeks prior** to your anticipated volunteer date.

To begin the process, follow the link below and complete the online form. **Be sure to provide your first and last name, as well as your email address**, as this information is required to process your background check.

Volunteer link: <https://evergreenpnw.churchcenter.com/people/forms/965296>



After you submit the initial form using the link, ECS will receive a notification to initiate a background check through our third-party screening provider; Check'r. You will then receive an email from Check'r with instructions for completing the background check process. Once you have completed the required steps and the screening has been processed, the school will be notified of your clearance status. Upon successful completion of the background check, your name will be added to the school's approved volunteer list. This list is available to ECS faculty and staff to verify volunteer eligibility for all school activities and events.

Email questions to: vicki.smith@ecsolympia.com

Driver

To become an approved driver, please pick up a Driver Approval Packet from the front office. Complete all required forms and return the packet to the front office. It will then be forwarded to the church office for the approval process.

Please allow **at least two weeks** for processing before your anticipated driving date. Driver approval must be completed prior to transporting students for any school-sponsored event.