

## **Background Check Procedure for Rock Hill Reads Volunteers**

RH Reads Volunteers,

Once you have taken the Reader Training class through the York County Library, please see the process below to go online and get your Background Check and School District Volunteer Card. If you already have a School District Volunteer Card, you do not need to get another background check until your current card expires. If you are a current School District Employee, please provide a copy of your ID Badge instead of a Volunteer Card.

- To begin the process, go to the Rock Hill Schools homepage. <https://www.rock-hill.k12.sc.us/Page/1>
- On the blue banner screen across the top of the page, select "Community" button.
- Under Community, select "Volunteer Rock Hill".
- This takes you to the Community information page, and then select "Volunteer in Rock Hill" (bottom choice).
- Under Volunteer on the Rock Hill Schools page, go to the bottom of the page and choose the orange box "I want to volunteer".
- This will take you to the Secure Volunteer page. To begin the process, click the blue box "Volunteer Now"
- Under options provided, Rock Hill Reads volunteers should select "Tutor".
- Complete the information on the following screens. When asked "Where Will You Volunteer?", Rock Hill Reads volunteers should select ParentSmart, located at the Sylvia Circle Family Learning Center; however, one may also select additional schools as well. When asked "Reason for Volunteering?" please select "Other" and type in Rock Hill Reads.
- Submit all information at the end of the questions.
- Once submitted, the process should take up to 10 days to process. Upon approval, the district will issue an e-mail as well as mail the card to the volunteer confirming that all has been approved for volunteering to begin.
- Once you receive your (1) School District Volunteer card, you may pick up your (2) Reader Kit bag and (3) Volunteer Reader ID Lanyard at the York County Library. Dina Grant will be your contact. Please provide a copy of your School District Volunteer Card to Dina at this time.
- Now you can READ, READ, READ with children!
- Next step? Locations to read in the Saluda Corridor. If you have a location where you would like to read already chosen, please let us know. If not, we will provide a list of choices.
- Once you have a Location, confirm the dates/times you will READ with the principal, business owner, church, etc. and post the Story Time flyers (available on website).

Thank You for being a Volunteer Reader! You are making a difference in the lives of children!  
#RockHillReads

Teresa Creech  
Executive Director  
Early Learning Partnership of York County  
[creecht@winthrop.edu](mailto:creecht@winthrop.edu)

Barbara Fewell  
Reading Recovery Teacher Leader  
Rock Hill School District 3  
[bfewell@rhmail.org](mailto:bfewell@rhmail.org)

Dina Grant  
Community Engagement Manager  
York County Library  
[dina.grant@yclibrary.org](mailto:dina.grant@yclibrary.org)