



**PITTSYLVANIA COUNTY SCHOOLS**  
P.O. Box 232 • 39 Bank Street S.E. • Chatham, Virginia 24531

Mr. James E. McDaniel  
Division Superintendent

August 15, 2007

TO: Principals

FROM: Donald R. Johnson, Assistant Superintendent for Business DRJ  
CJK Clarissa T. Knight, Assistant Superintendent for Human Resources

SUBJECT: Notary Public

At its regularly scheduled meeting on August 14, 2007, the School Board granted approval to require all volunteers in the schools to complete appropriate paperwork before volunteer services are rendered. The following process will be effective at the beginning of the 2007-2008 school year:

- Volunteers will have two classifications – Level 1 and Level 2
  - Volunteers for Level 1 will include: Resource speakers, PTA volunteers (excluding officers), athletic concessions, science fair (judge), spelling bee (announcer), day field trips (guests only), field day chaperones, and lunch dates.
  - Volunteers under Level 2 will include: PTA officers, Booster Club officers, tutors, mentors, field trip chaperones (overnight), athletic coaches, library volunteers, day field trips (group supervision)
- Volunteers under Level 1 will be required to:
  - complete a Volunteer Certification Regarding Sex Offender/Child Abuse Status form which must be notarized (copy attached)
  - must have an interview with the principal prior to volunteer services
  - must wear a nametag
  - must sign the daily sign-in record at the school
- Volunteers under Level 2 will be required to:
  - complete background checks
  - complete a Volunteer Certification Regarding Sex Offender/Child Abuse Status form which must be notarized (copy attached)
  - must have an interview with the principal prior to volunteer services
  - must wear a nametag
  - must sign the daily sign-in record at the school

As you will note, each volunteer will be required to complete a Volunteer Certification Regarding Sex Offender/Child Abuse Status form which is enclosed. This form must be notarized.

In order to assist in this process, the School Board will pay the cost for one notary public per school. An application for Appointment as Notary Public is also enclosed. Should a school already have a notary public on campus, the renewal costs for the reappointment would be paid by the School Board. Individuals should request reimbursement for these fees.

Should you have any questions or need additional information, please feel free to contact my office.

## VOLUNTEER CERTIFICATION REGARDING SEX OFFENDER/CHILD ABUSE STATUS

The safety and welfare of the students and staff is very important to the Pittsylvania County School Board. To protect the students as they travel to and from school, attend school or at school-related activities, the Pittsylvania County School Division requires every volunteer who will have direct contact with students to complete this certification verifying:

- 1) that he/she has not been convicted of felony or any offense involving the sexual molestation or physical abuse or rape of a child; and
- 2) that he/she has not been identified in the Virginia Department of Social Services/Child Protective Services Child Abuse/Neglect Central Registry for a founded disposition of child abuse/neglect; and
- 3) that he/she has not been convicted of a crime of moral turpitude; and
- 4) that he/she has not been convicted of selling or distributing drugs.

This certification will be required annually. The Department of Human Resources will administer the certification program and will collect individual certifications and submit copies to the schools. Each school principals will be responsible for checking to ensure that a notarized certification has been completed for each volunteer working within the school.

Full Legal Name (please type or print)		
Last	First	Middle
Other Name(s)		
Please provide additional information relative to change of name, use of an assumed name or nickname		
Present Mailing Address: _____		
Street Address		
City	State	Zip
Permanent Mailing Address: _____		
Street Address		
City	State	Zip
Telephone Numbers:		
Home: _____	Work: _____	Cell: _____

- I certify that I have not been convicted of a felony or any offense involving the sexual molestation or physical sexual abuse or rape of a child.
- I certify that I am not/have not been identified in the Virginia Department of Social Services/Child Protective Services Child Abuse/Neglect Central Registry for a founding disposition of child abuse or neglect.
- I certify that I have not been convicted of a crime of moral turpitude.
- I certify that I have not been convicted of selling or distributing drugs.

My signature below unconditionally certifies that I am the person whose name appears on this document and that I have made true, correct and complete answers herein. I acknowledge that these questions shall be continuing in nature and that I have a duty to update, change or further amplify my answers to guarantee accuracy at all times. I understand that any omission or misleading or falsely answered statement made or implied by me on this certification or any supplement to it, whether written or oral, will be sufficient grounds for restricting me from school property without written permission of the Superintendent. I understand that by signing this form my name will be checked against the Virginia Department of State Police Sex Offenders and Crimes Against Minors Registry. I hereby agree to abide by the policies, regulations and directives of the school division and without limitation hereby release the school division and its employees from any liability in connection with the release or use of the information contained herein or obtained in connection with any background check.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

State of \_\_\_\_\_  
City/County of \_\_\_\_\_

The foregoing instrument was subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_ (Name of Volunteer).

My commission expires: \_\_\_\_\_  
Reg. #: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC