

Becoming a Volunteer with Craven County Schools

Go to www.cravenk12.org

Hover over the “Community” tab

Click on the “Volunteer” sub-header

Click on “Volunteer Process” on the side bar

Carefully and thoroughly read everything on the page. Then . . .

Click on the “Online Volunteer Application” link

Once the Volunteer Application has been completed, go back to the bottom of the Volunteer page and click on the “Background Check Form,” print it out, complete it, and send it to Latasha Lee, HR Specialist, via email at latasha.lee@cravenk12.org

Once the Background Check Form is received, it will be processed

If the individual’s results are clear, they will be notified either via email or phone call and placed on the Master Volunteer Roster

If the individual’s results indicate misdemeanors or felonies that were NOT disclosed on their Background Check, they will be notified to come in to HR and disclose the incident(s)

Once disclosed on their Background Check Form, they will then be placed on the Master Volunteer Roster

If the individual’s results indicate recent and/or numerous misdemeanors, felonies, etc., they will be notified via letter from the Assistant Superintendent of Human Resources that they do not qualify to volunteer within the Craven County School System