



*Learners • Citizens • Leaders*

### **STEPS TO VOLUNTEERING IN MIDDLESEX COUNTY PUBLIC SCHOOLS**

- **Fill out a Volunteer Application form** (This form is available by contacting the School Board Office. This form can be picked up or sent electronically through an email)
- **Make an appointment to complete a Department of Social Services affidavit with Peggy Jordan at the School Board Office at 758-2277 or by email [pjordan@mcps.k12.va.us](mailto:pjordan@mcps.k12.va.us)**
- **Contact the Middlesex County Sheriff's Office at 758-1335 to schedule an appointment to be finger printed.**
- **Contact the Health Department at 758-2381 to schedule a TB Screen**  
(This is not a skin test, typically; questions that will be asked of you by a registered nurse. If you have had a TB Screen or Test within the last 12 months, a copy of the results will suffice for the part of the process.)

**Your application will be reviewed and approved by the School Board at their next meeting and once the background process has been successfully completed, you will be notified by letter from the Superintendent that you can begin volunteering.**