



1. Please sign in/out in the Volunteer Book located in the lobby at each visit.
2. All Meyer Center student information is **CONFIDENTIAL**. No information may be disclosed in any form (oral, written, or electronic) without parent consent.
3. Since there is limited parking for families, volunteers are asked to park in spaces on the side of the building.
4. Use, abuse, presence in the body, bringing onto Center property, possession, transfer, storage, concealment, transportation, promotion, or sales of alcohol and/or illegal and unauthorized drugs and substances or drug related paraphernalia is strictly prohibited.
5. Volunteers must familiarize themselves with fire escape routes from the classroom(s) in which they are working. (These are posted in each classroom)
6. Volunteers must follow the guidelines set up for them by the Volunteer Coordinator, Education Director, and the teacher/therapist with whom they are working.
7. No payments for services or mileage will be made to volunteers.
8. Volunteers may not receive personal phone calls while at the Center.



### **Dress Code:**

The faculty and staff of the Meyer Center are role models to children, students, and supporters in our community. As such they are expected to dress comfortably but professionally. Sneakers, comfortable shoes, "business casual," professional jeans, khakis, and plain or patterned shirts are examples of appropriate clothing.

Clothing not permitted includes, but is not limited to clothing that is excessively dirty or in ill repair; shoes that could lead to injury (such as high heels and flip flops); clothing that depicts images or text that is not appropriate for young children; clothing that reveals one's stomach or private areas; or any clothing that restricts a staff person from participating fully with children. Shorts and skirts must be of an appropriate length.

### **Appropriate:**

- Shirts and Sweaters: full-sized, loose fitting, minimum strap width of 2 inches
- Dresses and Skirts: loose fitting, knee length, minimum strap width of 2 inches
- Pants: loose fitting, conservative, casual, professional jeans, and capris
- Leggings: permitted with a dress that is fingertip length or no more than 4 inches above the knee
- Shoes: secured on the front and back of the foot
- Shorts: permitted only on scheduled "Water Days", loose-fitting, fingertip length or no more than 4 inches above the knee

### **Inappropriate:**

- Shirts and Sweaters: low cut, cropped tops, tank tops, display advertising or slogans that are inconsistent with MC philosophy or deemed not supportive of young children, tightly fitted, see-through, exposing of private body parts or undergarments
- Dresses and Skirts: short length or with high slits, tightly fitted, exposing of private body parts or undergarments
- Pants: leggings, tights, yoga pants, wind suits, jogging suits, sweatpants, hip huggers, shorts, exposing of private body parts or undergarments, and jeans with holes in them.
- Shoes: flip flops, mules, bare feet

\*Bus personnel must wear closed-toe and closed-heel at all times on the bus.



Last Name:	First Name:	Birth Date:
Address:		
City:	State:	Zip Code:
Phone:	Cell:	
Email:		

Education	School Name	Location	Years Attended
High School			
College			
Other			
Field of Study:			

References			
Name	Relationship	Home Phone	Cell Phone
1)			
2)			

Availability (Please include hours)					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

*Meyer Center affirms nondiscrimination with regard to race, color, religion, political affiliation, physical disability, age, sex, and national origin.*

# SOUTH CAROLINA LAW ENFORCEMENT DIVISION

NIKKI R. HALEY  
*Governor*



MARK A. KEEL  
*Chief*

## CRIMINAL RECORDS CHECK

(Please print your completed form and submit to SLED. You may want to print a copy for your records.)

FULL NAME (with middle name): \_\_\_\_\_

AKA and/or MAIDEN NAMES: \_\_\_\_\_

DOB: \_\_\_\_\_

SSN \_\_\_\_\_

(Federal law permits governmental agencies to require a social security number in order to conduct official business; however, private entities may only obtain social security numbers if given voluntarily).

NAME OF CHARITABLE ORGANIZATION (if applicable): Meyer Center for Special Children

CHARITABLE VERIFICATION ACCOUNT # (if applicable): 57-0361 503

### PLEASE NOTE:

The fee is twenty-five dollars (\$25) unless you are a charitable organization approved for a fee of eight dollars (\$8). A charitable organization must include its name and account number or the request may not be processed. Payment must be business check, certified/cashier's check or money order payable to SLED. **PERSONAL CHECKS WILL NOT BE ACCEPTED.** This report contains records of arrests and convictions made by state/local agencies in South Carolina only. Alteration of a completed criminal records check may subject a person to criminal prosecution. A completed criminal records check should not be accepted unless it bears an original SLED stamp. \*Please enclose a self addressed stamped envelope for the return of your record check.

**SLED RECORDS SECTION HAS BEEN CLOSED TO THE PUBLIC SINCE DECEMBER 15, 2008.**

(CJ-022) 5/11/11

