



ROUND ROCK CHRISTIAN ACADEMY Volunteer Information

Your interest in volunteering at Round Rock Christian Academy is appreciated. Please complete this form and the necessary paperwork associated with each opportunity to serve.

First Name	
LastName	
Email	
Cell Phone	
RRCA Student Associated with (Student's name here)	
Relationship to Student (Parent, Grandparent, relative, etc.)	

Please indicate below which volunteer opportunities you would like to be considered for:

		Forms Required		
✓	I would like to be considered for:	Volunteer Application	Background Check	Driving Application
	Serving in WatchD.O.G.S.	✓	✓	
	Chaperoning field trips/athletics events	✓	✓	
	Supervising students on campus (i.e., volunteer lunch coverage)	✓	✓	
	Volunteer Coaching	✓	✓	
	Driving a personal vehicle for field trips/athletic events	✓	✓	✓
	Driving a school vehicle for field trips/athletic events	✓	✓	✓

All forms can be found on the website:

<https://www.rrca-tx.org/news-events/parent-resources-and-forms/>



ROUND ROCK CHRISTIAN ACADEMY Volunteer Application Packet

Your interest in volunteering at Round Rock Christian Academy is appreciated. We invite you to fill out this application and return it to our school office. We will conduct a background check and may also conduct a fingerprint check. We realize that one key to a successful Christian school is its volunteer support. We are seeking individuals who are qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40). Thank you for your interest in volunteering to support the ministry of RRCA. It is our prayer that God will fulfill His perfect will in the lives of all volunteers.

Section 1: Demographic and Christian Background

Full name: _____ Address: _____

Home Phone: _____ Work or cell: _____

Relationship to school / student at our school: _____

Please carefully read our Statement of Beliefs (attached) and indicate your degree of support.

___ I fully support the Statement as written without mental reservations.

___ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

In what activities are you involved and with what degree of regularity?

What other organizations have you served in a volunteer capacity?

Dress Code for Volunteers

All parents who volunteer in any capacity are expected to adhere to the Secondary student dress code standards of RRCA. This includes not wearing t-shirts with inappropriate slogans, and wearing shirts and shorts that are an appropriate length. Ladies should refrain from wearing leggings, short dresses, or short skirts. The complete dress code can be found in the Parent/Student Handbook.

Driving Students to Off-Campus Events

Teachers need to know in advance if you would like to be considered for driving or chaperoning a field trip. Parents must complete the necessary paperwork to become an approved driver for field trips. This includes the volunteer driver application form, a copy of the driver's insurance, and a copy of the complete driving record. Our insurance carrier requires that we have this documentation at least **two weeks prior to the date of the trip**.

Section 2: Chaperone Guidelines for Volunteers

The purpose of a field trip or school sponsored activity is to enrich a student's education. All school sponsored events, educational field trips, and other school sponsored student travel must be adequately supervised and chaperoned. Round Rock Christian Academy authorizes the use of chaperones during activities, functions and events organized by the school. Clearly, the safety of students is the primary concern. For this reason, the following guidelines have been developed outlining the responsibilities of the sponsor and chaperones, and all people fulfilling those roles must sign and date this form to indicate their agreement with these guidelines.

Trip Sponsor

As approved by administration, an RRCA employee will be designated as sponsor, and other staff members or parents will be designated as chaperones. The sponsor is responsible for informing the accompanying adults of their duties and responsibilities.

Chaperone Pre-Approval

All chaperones must completely fill out the Round Rock Christian Academy Volunteer Application before the scheduled field trip and are subject to criminal background checks. Chaperones must be approved in advance by Administration. If driving, the chaperone must complete the Volunteer Application and Volunteer Driving Application form (annually). These forms and links can be found on our website: <https://www.rrca-tx.org/news-events/parent-resources-and-forms/>.

General Responsibilities

1. Be a positive role model by conducting yourself in a professional manner at all times.
2. All chaperones recognize that the designated sponsor is ultimately responsible for all students. His/her directions must be followed by both students and chaperones. Chaperones are to be used only in an auxiliary capacity under the direction and supervision of a RRCA employee and may not be used as a substitute for an employee.
3. Chaperones are volunteers and not considered employees of the school for any purpose. Chaperones are not compensated for their services and receive no employment or other rights with the school as a result of their service.
4. Chaperones should know the specific duties expected for the trip/event. Their role is that of a watcher and facilitator. Chaperones are to comply with all laws, school policies, rules and regulations.
5. Understand that students must be kept under direct adult supervision at all times. Chaperones are to report issues of concern immediately to the sponsor.
6. Chaperones are "on duty" the entire time they are away from the school campus and must be willing to adhere to the guidelines. Chaperones must assume a full-time commitment to their responsibility and must follow these guidelines for the entire trip, function or event.
7. Each chaperone should know the trip itinerary and have it available at all times. Chaperones may not deviate from the established itinerary without explicit direction from the RRCA sponsor. At no time should a student travel without a chaperone, nor should a chaperone take a student(s) anywhere that is not included on the trip itinerary without permission of the RRCA designated sponsor.
8. Chaperones shall not possess, consume, use, or distribute alcohol, tobacco, electronic cigarettes, vapes, or drugs at any time while acting as a chaperone.

9. Understand that any sensitive information that you may learn about a student must be kept confidential.

Monitoring Student Behavior

1. Chaperones will be assigned to specific students to monitor on the trip.
2. Chaperones should know and enforce all trip rules for students, including dress code and conduct rules for the trip. These rules will be enforced at all times. Be consistent in dealing with the students. Do not “bend” the rules.
3. Monitor the students to make certain they are safe and that they are following the rules. Make instructions and corrections as needed in a firm but courteous manner. If a student fails to comply, is disrespectful, or is involved in a serious infraction of the rules, notify the sponsor immediately.
4. When being transported to off-campus events, Secondary students may leave their cell phones on, but the phone must be pouched and notifications must be silenced. Students will be allowed to open their pouches when returning to RRCA to notify parents of arrival times.
5. Report any problems, especially related to medical needs, to school personnel immediately.
6. Chaperones realize that they are not acting as a parent on the trip and that their children are required to abide by all rules put in place by the RRCA supervisor in charge. Plan for your child to be treated as any other.

I understand the requirements to be a chaperone for Round Rock Christian Academy. I have read, understand, and agree to abide by the above guidelines. I hereby release Round Rock Christian Academy from any damage or liability in connection with, or resulting from, my services as a volunteer chaperone.

Printed Name:

Signature:

Date:



ROUND ROCK CHRISTIAN ACADEMY

Agreement and Compliance Form for Volunteers

RRCA expects all faculty, staff, coaches, substitutes, and volunteers to agree to and abide by the policies and procedures listed below.

Tobacco Use Policy: RRCA has prohibited the use of tobacco throughout the workplace. Any questions regarding the tobacco policy should be directed to administration.

Substance Free Workplace: RRCA is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Volunteers who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act may be dismissed and/or referred to appropriate law enforcement officials for prosecution.

Possession of Weapons on Premises: Employees, visitors, and students are prohibited from bringing firearms, knives, clubs, chemical substances, ammunition, or other prohibited weapons onto school premises or any grounds or building where a school-sponsored event takes place.

Convictions: Have you ever been convicted* of a crime, other than minor traffic offenses (minor offenses include speeding or parking violations)? Yes ____ No ____ **If yes, please explain (on a separate paper).**
**Convicted means you were declared guilty by a judge or jury-or you pled guilty in court. A conviction may have taken place even if you did not pay a fine or spend time in prison. RRCA will conduct a criminal background check.)*

Background Check: I understand that I am required to complete a criminal background check form, and I hereby authorize the school to conduct a criminal records check. In addition, I may be required to submit to a fingerprint check by the FBI and/or other federal and state authorities. I understand and agree that my volunteering with students at RRCA is conditional upon the receipt of background information, including criminal background information. I understand that the school may turn down a volunteer if the school deems any background information unfavorable or that it could reflect adversely on the school or on the volunteer as a Christian role model.

Moral Integrity: I have disclosed all past and current legal, moral, and ethical issues or allegations that may affect my ability to be a positive Christian role model. I declare that during the past year I have not engaged in, or at the current time I am not engaging in, and promise that I will not engage in unethical, immoral, or inappropriate sexual conduct, or improprieties toward minors as defined by Scripture and federal or state law. I understand that the school reserves the right, within its sole discretion, to refuse a volunteer applicant whose conduct within the home or outside activities are counter to or are in opposition to the biblical lifestyle the school teaches. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of RRCA.

Agreement for Media Release for Marketing: I agree to give RRCA all rights to publish or use video or photographic images of myself for the sole purpose of advertising and/or promotion of RRCA. I waive any right to approve any finished advertising or promotional piece that may be used.

I certify that I have carefully read, understand and agree to the above statements.

Printed Name:

Signature:

Date:



ROUND ROCK CHRISTIAN ACADEMY
Statement of Beliefs

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21)
- We believe there is only one God eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30)
- We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (1 John 3:16-19; 5:24; Romans 3:24; 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-24; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). God has uniquely created each person to live their life as He created them, male or female, to serve and glorify God in their life.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality is against God's commands (Matt. 15:18-20; 1 Cor. 6:9-10).
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of RRCA.



Section 3: Volunteer Coaching

Complete this page to let the Athletics Department know of your interest and availability to assist with coaching in 5th-8th grades. For interest in high school and varsity level positions, please email the Athletics Department for openings (athletics@rrca-tx.org).

Previous Coaching Experience

	Elementary
	Middle School
	High School
	Rec League
	Club/Select
	Collegiate

Sports I feel capable of coaching

	Football		Track
	Volleyball		Cross-Country
	Basketball		Girls softball
	Soccer		Baseball

Grade level coaching interest

	Girls Teams		Boys Teams
	5 th Grade		5 th Grade
	6 th Grade		6 th Grade
	7 th – 8 th Grades		7 th – 8 th Grades

Practices for 5th-8th grade teams are often during the regular workday. Please indicate your availability:

	8- 12 noon		12 noon – 3 pm		3:00 pm - on
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Coaches Covenant

I appreciate the privilege and responsibility of serving as a volunteer coach at RRCA. To maintain the high standards of professionalism and integrity while coaching at RRCA, I cheerfully and wholeheartedly subscribe to the following covenant:

1. I believe in the Lord Jesus Christ and have received Him as my personal Savior, and desire Him to be the Lord of my life.
2. Realizing my responsibility as a Christ-follower, I pledge myself to a disciplined devotional life, seeking time daily for prayer and Bible study.
3. I will be in regular attendance at a Christ-centered, biblically founded church.
4. I subscribe to the above standards and to the school's Statement of Beliefs (attached), trusting in His grace for their fulfillment.
5. I agree to maintain a positive and upbeat demeanor during all practices and games, refraining from using profanity or any other inappropriate language.

If you agree with the statements above, please sign below. If you do not agree on every point, please state your differences in an attachment.

First and Last Name	
Volunteer Signature	
Date	
Cell phone	

THIS FORM IS NOT TO BE USED AS A CONSENT / AUTHORIZATION FORM.

Agency to retain this CCH Verification Form for DPS auditing purposes.

DPS Computerized Criminal History (CCH) Verification Form

Section 1: Applicant must acknowledge the information in Section 1. Signature & date required.

Applicant Name (Print):

I acknowledge that a Computerized Criminal History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411, Subchapter F <https://statutes.capitol.texas.gov/>.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process, I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online [Crime Records General Information | Department of Public Safety \(texas.gov\)](#) Review of Personal Criminal History or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me. **Acknowledge by signing below.**

Applicant Signature:	Date:
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Section 2: Agency use only. Must be completed by authorized personnel conducting search.

Agency Name:

Authorized User:

Signature of Authorized User:

Date of Name-Based CCH Search:

Section 3: Agency use only. CHRI Name Based Tracking information. Check all that apply.

Purpose for CHRI Search.	<input type="checkbox"/> Applicant <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor <input type="checkbox"/> Other:
Is any part of the Criminal History Record Information (CHRI) stored by agency?	Reminder: DPS does not recommend storing any part of CHRI. <input type="checkbox"/> NO, CHRI is not stored by agency. <input type="checkbox"/> YES, CHRI is stored by agency.
CHRI Retention Period	<input type="checkbox"/> Temporarily Only <input type="checkbox"/> Annual <input type="checkbox"/> None Stored/Saved <input type="checkbox"/> Other:
CHRI Storage Method	<input type="checkbox"/> Physical/Printed (paper copy) <input type="checkbox"/> Digital/Electronic (saved anywhere on device/computer)
CHRI Retention Purpose	Explain:
Date CHRI Destroyed	
Destruction Method	Explain:

[CHRI + Audit Resources Link](#)



ROUND ROCK CHRISTIAN ACADEMY
CRIMINAL BACKGROUND CHECK AUTHORIZATION FORM

Disclosure: The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information Round Rock Christian Academy (RRCA) collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have RRCA correct information about you that is held by us and is incorrect. However, state law prohibits RRCA from providing criminal history record information to you that was obtained from the Department of Public Safety (DPS). You may obtain a copy of your criminal history record information directly from the DPS in accordance with DPS procedures. Disclosure of Social Security numbers (SSN) is requested from you in order for RRCA to complete a background check. Failure to provide your SSN may result in dismissal or ineligibility to be hired.

Authorization: I hereby authorize RRCA or its agent to obtain my criminal, driving, and other related reports to include education, license, and certification in connection with my employment or potential employment (including contract for services) with RRCA. I consent to providing my fingerprints if required in connection with the criminal background check. I hereby release RRCA and its agents and employees, and the law enforcement agency, from all liability resulting from the furnishing of this information to RRCA.

I have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure website and will be based on the name and DOB information I supply. Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, RRCA is not allowed to discuss any information obtained using this method. RRCA will have the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

Signature of applicant/employee

Date

First Name Middle Name Last Name Suffix Maiden/former name (if applicable)

Present street address (no PO Box) City State Zip code Years at this address

Previous street address (no PO Box) City State Zip code Years at this address

From age 17 on, list any states/countries you have lived in outside of Texas and the dates that you lived there:

Date: From (MM/YY) To (MM/YY)	City	State	Country

☐ Male

☐ Female

Current Phone

Driver's License # / State

Social Security Number

DOB (MM/DD/YYYY)

Certification: I certify that the statements made by me on this form are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that any false statements or omission of information made herein will void my application and be grounds for refusal to hire or, if hired, termination. I certify that I will report in writing any charges or convictions, excluding misdemeanor offenses punishable by fine, occurring after the completion of this form and understand that failure to do so shall void my application and be grounds for refusal to hire, or, if hired, termination. Any offer of employment is contingent on the completion of a satisfactory criminal background investigation.

Signature of applicant/employee

Date

Email Address

This section to be completed by RRCA Administration.

CCH Report Printed:	Yes ____ No ____ Initial ____	Recommendation: Suitable ____ Not Suitable ____
Document Retention:	Date printed ____ Date destroyed ____ Initial ____	

This copy must remain on file at RRCA as required for future DPS Audits.