

Dear Volunteer Applicant,

Thank you for your interest in becoming a volunteer at Tamassee Hope Village. We appreciate your willingness to share your time and talents in support of our mission to serve children and families in need.

Enclosed you will find the Volunteer Application Packet. Please complete all forms in full before submission. Completed application materials may be returned to Tamassee Hope Village by one of the following methods:

Email: bduncan@mytamassee.org

Mail: Tamassee Hope Village
Attn: Bailey Duncan
PO Box 8
Tamassee, SC 29686

You may also deliver your application in person to the Administration Office between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Please note that the office is closed daily from 12:00 p.m. to 1:00 p.m. for lunch.

Important Notice:

Please return the DSS form directly to Tamassee Hope Village—do not mail it to DSS. The \$8.00 processing fee is not required for volunteers to pay; however, we will gladly accept it as a donation should you wish to contribute.

Once your completed application is received, our staff will review your materials and contact you regarding the next steps in the volunteer on boarding process. Should you have any questions or need assistance, please do not hesitate to reach out.

We sincerely appreciate your interest in supporting Tamassee Hope Village and look forward to the opportunity to work together in service to others.

Respectfully,

Bailey Duncan
Communications Director
Tamassee Hope Village
Email: bduncan@mytamassee.org

Phone: (864) 944-1390

Application & Authorization Form

Volunteer Application

Date: _____

Section I: Volunteer Information

Last Name		First Name		Middle Name		Nickname	
Address:				City, State, Zip			
				County		Home Phone #:	Cell #:
Social Security #:		Date of Birth:		Sex:		Race:	Religious Affiliation (not required):
Do you have a valid SC driver's license?		DL #:			Email Address:		

Occupation Information

Are you currently employed?		Employer:	
If so, please list work schedule below:		Address:	
Work phone #:			

Section II: Interests and Experiences

VOLUNTEER OPPORTUNITIES (check those of interest to you)	
EARLY CHILDHOOD LEARNING	STARLIGHT/RECOVERY
MAINTENANCE, BUILDING AND GROUNDS	TRANSPORTATION
ADMINISTRATION / CLERICAL	SUMMER CAMP
THRIFT STORE / DIETARY	TUTORING
AFTERSCHOOL PROGRAM	
OTHER:	

Section III: References

List names, address, and phone number of three persons)

Name	Phone	Mailing Address OR E-Mail Address

Form DSS 2612 – Background Check
 Form DSS 3072 – Central Registry Check
 Fingerprint
 References Check
 MVR Check
 SC Sex Offender Check
 National Sex Offender

Tamassee Hope Village Volunteer Authorization

Form CRIMINAL RECORDS CHECK

Type or print clearly using black ink.

Last name	First	Middle
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Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (MM/DD/YY)
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US Soc. Security Number

Driver License or State ID Number	State
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Check here if you do not have a Driver License or State ID card.

I, the undersigned, authorize Tamassee Hope Village through the department of Social Services, to conduct a SLED and Central Registry background criminal records check by name and identifiers to determine the existence of any arrest resulting in conviction. I also understand that a State and National Sex Offender check will be completed by SLED and the US Department of Justice. These results will be sent directly to Tamassee Hope Village.

Signature	Date
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MOTOR VEHICLE RECORDS CHECK

I, _____ hereby authorize Tamassee Hope Village to access my Motor Vehicle Record to verify information regarding volunteering with Tamassee Hope Village.

Applicants Signature	Date
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EMPLOYEE REFERENCE CHECK

I, _____ give Tamassee Hope Village my permission to contact any of my references in order to determine volunteer consideration with Tamassee Hope Village.

Applicants Signature	Date
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Application & Authorization Form

Are you a member of a community listed below?

Cliffs Resident Outreach

Keowee Falls

Valley/Mountain Park

Keowee Vineyards

Glassy

Keowee Springs

Keowee Key

The Reserve at Lake Keowee

I am not a member of any community listed above.

REQUEST FOR CENTRAL REGISTRY AND/OR CHILD ABUSE RECORD CHECK
 Online Portal is available at: <https://providerportal@dss.sc.gov>
 Utilize DSS Forms 2924 or 37201 for all Child Care Requests

I. Purpose for Request (check all that apply)

- A. I am requesting a search of the Central Registry of Child Abuse and Neglect **AND** the Department's database of records of Child Abuse and Neglect cases in connection with:
- Becoming or remaining a foster parent or potential adoptive parent
 - Adults over the age of 18 residing in a potential foster home or adoptive home
 - Becoming an employee or volunteer for Richland County CASA
 - Becoming an employee or volunteer for the S.C. Department. of Children's Advocacy to include: Continuum of Care; Foster Care Review Board and/or SC Guardian ad Litem Program
 - Group Home (emergency shelters, wilderness camps, Child Caring Institution)
- B. I am requesting a search of the Central Registry of Child Abuse and Neglect **ONLY** in connection with:
- Becoming or remaining an employee or volunteer for Adult Care
 - Other: Please specify _____

II. Please check appropriate fee box and include payment (Check or Money Order ONLY) Only one category applies!

- | | | | |
|------------------------------------------------------------|----------|-----------------------------------------------------------|---------|
| <input type="checkbox"/> Non -Profit Entities (CASA, etc.) | \$ 8.00 | <input type="checkbox"/> Name Change | \$ 8.00 |
| <input type="checkbox"/> For Profit Entities | \$ 25.00 | <input type="checkbox"/> Foster Care/Adoption | \$ 8.00 |
| <input type="checkbox"/> State Agencies | \$ 8.00 | <input type="checkbox"/> Private Adoptions Investigations | \$25.00 |
| <input type="checkbox"/> Schools | \$ 8.00 | <input type="checkbox"/> Adult Care Facility | \$ 8.00 |
| <input type="checkbox"/> Group Home Facilities | \$ 25.00 | <input type="checkbox"/> Other (individual request, etc.) | \$ 8.00 |

III. Please print or type the entire name of person to be searched. Incomplete or illegible forms will not be processed.

Full Name (No Initials): _____ DOB: _____ Gender: _____ Race: _____
First, Middle Last

Maiden/Former Name/Aliases: _____ Complete SSN (No X's): _____

Place of Birth: _____ Previous Address(es): _____

Current Address: _____

IV. Mail Results to:

Name: _____ ATTN: _____

Address: _____ Tel. No. _____

City/State/Zip: _____ Email: _____

V. I do hereby authorize the South Carolina Department of Social Services (SCDSS) to research its records to determine whether they contain information that I was the perpetrator of harm to a child and to release information found to the individual/organization named above. I understand that the information provided may prove to be unfavorable to me. I agree to hold SCDSS and its staff harmless from liability associated with the release of information requested on this form. If it appears to me that the information has not been updated or is otherwise inaccurate, I agree to notify the Department immediately.

Please mail appropriate payment (check or money order only) payable to: Department of Social Services (DSS) and form for processing to: South Carolina Dept. of Social Services, ATTN: Cashier, 1535 Confederate Avenue, PO Box 1520, Columbia, SC 29202-1520.

Your signature **MUST** be witnessed or notarized.

Signature of Applicant Date

Signature of Witness Date

VI. Results: THIS SECTION IS TO BE COMPLETED ONLY BY AUTHORIZED DSS EMPLOYEES OF THE DEPARTMENT.

- The name is not included as a perpetrator on the Central Registry of Child Abuse and Neglect.
- The request has been received. Additional research will be required to respond to the request. Thirty to Sixty days may be required. Please call _____ if you have any questions.
- The name is included as a perpetrator on the Central Registry of Child Abuse and Neglect.**
- The name is included as a perpetrator in the Department's database of records of child abuse and neglect cases. See attached correspondence

Authorized DSS Employee Date

INSTRUCTIONS FOR DSS FORM 3072 – CONSENT TO RELEASE INFORMATION

PLEASE DO NOT ALTER THIS FORM IN ANY WAY

SECTION I: Purpose for Request: To provide authorization for the SC Department of Social Services to conduct a search of the State Central Registry of Child Abuse and Neglect and/or the DSS Database and to release results. Please indicate the purpose of the search by checking in the appropriate box.

SECTION II: Central Registry Fee: Please check appropriate fee box.

SECTION III: Please type or print legibly the following information:

- Full Name: Provide complete spelling of name to include the first, middle and last name - **NO INITIALS.**
- Maiden/Former Name/Aliases: List the name(s).
- Date of Birth: Month/Day/Year
- Gender: (Self Explanatory)
- Race: (Self Explanatory)
- Social Security Number: All the information requested on this form is necessary to conduct a thorough search. Your SSN will be used **only** to conduct what we hope will be a thorough central registry/database check and will not be given to any person other than indicated agency or entity.
- Place of Birth: Provide the name of the State you were born in.
- Current Address: Provide your current residence.
- Previous Address: If current address is less than 7 years; list other addresses, States, Countries you have resided in for the past seven years. Use separate sheet if necessary.

SECTION IV: Mail Results To: Please ensure that you type or stamp the return address next to, "MAIL RESULTS TO," on this form. Please include the contact person's name, telephone number, and email.

SECTION V: Mail payment payable to Department of Social Services (DSS); completed Form 3072 Consent to Release Information, and a stamped addressed envelope to:

**South Carolina Department of Social Services
Attention: CASHIER
1535 Confederate Avenue
P.O. Box 1520
Columbia, SC 29202-1520**

- Signature of Applicant: Requesting the applicant's original signature for a one-time search of the State Central Registry of Child Abuse and Neglect and/or the DSS Database and to release results.
- Signature of Witness or Notary: The applicant's signature must be witnessed or notarized prior to submitting for processing.

PLEASE CALL (803) 898-7318 EXTENSION 4, IF YOU NEED ASSISTANCE COMPLETING THIS FORM.

After receipt by cashier and processing of payment, the Central Registry/DATABASE check will be completed by authorized DSS personnel in the Division of Child Welfare Services.

DSS personnel in the Division of Child Welfare Services must do the following:

1. Conduct Central Registry check and/or Database search in accordance with Section I. A or B.
2. Check appropriate results box.
3. Sign and date form; Results are returned via online portal or envelope is stamp, "confidential" and mail to return address.

Distribution

Results of the search will be sent ONLY to the individual or organization specified in Section IV of this form.