



Collaboration on River's Edge
142 River Terrace
Ellijay, GA 30540

706-635-2673

Winston Churchill once said, "We make a living by what we get, but we make a life by what we give."

We are seeking to impact the lives of our community's youth by identify 150 mentors to be matched with Gilmer High School students.

Name _____ Phone _____ email _____

Information to help with making the match:

Gender: Primary Language: Secondary Language:
 Male Female English Spanish _____ English Spanish _____

Education Attained: Career Area: Military Service:
 High School Trade School College Graduate Work _____ No Yes

Areas of Interest:
 Sports Hunting Fishing Gardening Hiking Cultural Arts Technology
 Reading Automotive Other: _____

Career Focused Interest:
 Business Education Government Health Care Homemaker Hospitality/Tourism
 Law Enforcement Legal Military Non-Profit Technology Other: _____

Which of the following characteristics best describe you?:
 Outgoing Happy Serious Hardworking Compassionate Careful Shy Friendly Stubborn
 Calm Flexible Reliable Involved Assertive Honest Nervous Rigid Confident Impulsive



Gilmer County Schools

Dr. Shanna Downs, Superintendent

134 Industrial Boulevard
Ellijay, GA 30540-4436
706-276-5000 (phone)
706-276-5005 (fax)
www.gilmerschools.com

I would like to recommend _____ to be considered for approval as a mentor for Gilmer County Schools. I believe he/she will uphold the standards set by the district and follow protocol and procedure to ensure the safety of his or her mentee.

I have met with the applicant and I have received the following to submit for final approval:

- Application
- Letter of Indemnity
- School Based Commitment Pledge
- Mentor Agreement
- Georgia Mandated Reporter Agreement

Furthermore, the applicant has completed the required background check with fingerprints.

Signature of Principal

Date

For office use only

All items have been received and reviewed.
Date: _____
<input type="checkbox"/> Approved By:
<input type="checkbox"/> Not Approved By:
_____ Signature of Approval

All items have been received, reviewed and pre-approved.
Date: _____
<input type="checkbox"/> Approved By:
<input type="checkbox"/> Not Approved By:
_____ Signature of Approval



Gilmer County Schools

Dr. Shanna Downs, Superintendent

134 Industrial Boulevard
Ellijay, GA 30540-4436
706-276-5000 (phone)
706-276-5005 (fax)
www.gilmerschools.com

New Mentor Application Procedures

Dear Applicant,

Thank you for your interest in mentoring a student. In this packet you will find the documents needed to become a mentor for Gilmer County Schools. Below is a checklist for you to follow. Please fill out the information requested and follow the necessary requirements. When completed return to the school in which you would like to become a mentor. Background checks are \$45 and instructions for obtaining a background check are included in the packet. Once background check is received your application will be submitted for approval.

We believe that mentoring helps promote positive youth development by preparing students for success in school and in life. Again we would like to thank you for your commitment to supporting the development of our students at Gilmer County Schools. We look forward to having you join us in our mission for "Every Child, Every Opportunity, Every Day".

Please complete the following steps:

- Application
- Letter of Indemnity (please attach)
- School Based Commitment Pledge
- Mentor Agreement
- Georgia Mandated Reporter Agreement
- Background Check
- Fingerprints

Every Child, Every Opportunity, Every Day!



Gilmer County Schools

Dr. Shanna Downs, Superintendent

134 Industrial Boulevard
Ellijay, GA 30540-4436
706-276-5000 (phone)
706-276-5005 (fax)
www.gilmerschools.com

New Mentor Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date of Birth: _____ Ethnicity (optional): _____ Date Available: _____

School level you are interested in mentoring: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for Gilmer County Schools? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three names of persons not related to you.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Employment

Are you currently employed? Yes _____ No _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

May we contact your supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to a mentorship, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

**Gilmer County Schools
School-Based Program Acknowledgement
and
Commitment & Safety Pledge**

I understand that Gilmer County Schools of Gilmer County, Georgia, does not encourage nor require me or other Gilmer County School mentors to spend time with mentees outside of school property or school functions.

I acknowledge that Gilmer County Schools will not be held responsible for any time I choose to spend with my mentee off school property. I understand that this is a school-based program and any time spent with mentee off school property is not part of the program.

I agree to provide written parental consent if I choose to be personally responsible to take the student off school property. Anytime spent outside of school with student does not mean that I should forego the face-to-face time on school property.

Furthermore, I pledge to honor my time commitment during the school year mentoring in a local school with my mentee.

I understand that my mentee might be going through a difficult or challenging situation in which they will need a consistent mentoring relationship.

I agree to notify school administration if an issue arises that requires attention beyond the scope of my mentoring or if I can no longer keep this commitment to my mentee.

I agree to protect the safety of myself and my mentee by meeting with my mentee in an open, visibly public space on school property.

Printed Name

Signature

Date



Gilmer County Schools

Dr. Shanna Downs, Superintendent

134 Industrial Boulevard
Ellijay, GA 30540-4436
706-276-5000 (phone)
706-276-5005 (fax)
www.gilmerschools.com

Gilmer County Schools New Mentor Agreement

I _____ agree to the following terms and agreements outlined by Gilmer County Schools.

Confidentiality Agreement:

I understand that in the course of my volunteer time with the Gilmer County School System, I may become aware of confidential information about specific students. This information may include, but not be limited to, such issues as students' enrollment status, daily schedule, academic performance, attendance record, disciplinary record, disabilities and other educational matters. I understand and agree that I will not disclose such confidential information except to the appropriate school employees who request this information.

Mandated Reporter Agreement:

I understand that under GA Law (O. C. G. A. 19-7-5), school- affiliated volunteers are considered as "mandated reporters" of suspected child abuse. Should I gain information as it relates to a suspected case of child abuse through a verbal/written communication, direct observation, or some other manner, I understand that I must report this information to the school's administration immediately. Upon reporting any such concerns, I understand it would become that administrator's (or designee's) responsibility to then report the suspected abuse to the appropriate state or local investigative agency.

Furthermore, I understand that any misrepresentation or omission of facts on the application or addenda may be cause for refusal to become a mentor with Gilmer County Schools.

Printed Name

Signature

Date

Georgia Mandated Reporter Law

Anyone working with children under 18 years of age who have reasonable cause to suspect child abuse or neglect should report it. However, certain professions are required by law to report suspected child abuse or neglect in Georgia [OCGA 19-7-5(c)(1)]. The majority of child abuse and neglect reports are made by mandated reporters, making them a first line of defense. The purpose of this law is to protect and prevent further abuse and their adverse effects as well as bring protective services into the home with the hopes of improving the child's welfare and preserve the family when possible.

Who Must Report

The list of people who must report suspected abuse now includes all personnel at all organizations that provide services to children, including volunteers and clergy.

What to Report

The Georgia legislature made some small but important changes to the state's mandated reporter law. Effective July 1, 2015, mandated reporters must report when they have "reasonable cause to believe that suspected child abuse has occurred." The old standard was reasonable cause to believe that a child has been abused. The addition of "suspected" lowers the threshold for what you must report. In other words, adults caring for children must report incidents not only when they think abuse has occurred, but when they suspect that child abuse may have occurred.

When to Report

A mandated person must report within 24 hours "from the time there is reasonable cause to believe a child has been abused."

Where to Report

The amended statute also includes a section clarifying that someone working within a medical or child-caring institution may report suspected abuse to a supervisor or designated contact person. Anyone following that procedure "shall be deemed to have fully complied" with the statute.

The supervisor or designated contact person then has the obligation to report the suspected abuse to child services.

Why to Report Abuse

Anyone who is convicted of failing to report as the statute requires will be guilty of a misdemeanor. The most important reason to report, however, is to protect the children that we serve.

I have read and understand the Georgia Mandated Reporter Law. I understand that by becoming a mentor, I also become a Georgia Mandated Reporter.

Printed Name

Signature

Date

**GILMER COUNTY SCHOOL SYSTEM
FORM FOR FINGERPRINTING AND CRIMINAL RECORDS CHECK**

I. Background Check Information

It is the policy of the Gilmer County Board of Education that all prospective employees of Gilmer County Schools will have a criminal background check through the Georgia Crime Information Center and National Crime Information Center (GCIC and NCIC) prior to their recommendation to the BOE for employment.

In the event I am offered a position with the Gilmer County Schools, I am required to be fingerprinted and have a criminal background check in accordance with the Official Code of Georgia Annotated 20-2-211(e)(1).

I further understand that the information obtained from the criminal background check may be used in employment decisions.

I agree and consent for such background check and investigation to be conducted and agree to hold the school system and all officials, representatives, and employees of the foregoing harmless from all claims for libel, slander, defamation of character, invasion of privacy, intentional infliction of emotional distress, negligence and similar claims.

II. Criminal Conduct

- (A) Have you ever been convicted of any crime, entered a plea of guilty, nolo contendere, suffered first offender adjudication, any similar criminal, quasi criminal determination, or adjudications, other than a minor traffic offense?

_____ Yes

_____ No

If the answer is yes, give detailed information on a separate sheet of paper attached to this form as to each offense, including the specific offense for which you were charged, the disposition of the offense, and the date, court, county, and state where you were charged.

- (B) Have you been charged with any crime or been named in an indictment, accusation, or special presentment of any offense, other than a minor traffic violation?

_____ Yes

_____ No

If the answer is yes, please explain on a separate sheet of paper.

I understand that any misrepresentation or omission of facts on the application or addenda may be cause for refusal to hire me or for termination from the system's employment.

Signature

Date

GILMER COUNTY SCHOOL SYSTEM FINGERPRINTING AND CRIMINAL RECORDS CHECK REQUIREMENT

It is the policy of Gilmer County Board of Education that all prospective employees of Gilmer County Schools will have a criminal background check through the Georgia Crime Information Center (GCIC) in accordance with the Official Code of Georgia Annotated 20-2-211(e)(1). You will be required to pay the fee to cover the cost of this procedure.

A fingerprint based Criminal History search is a three-step process:

1. The applicant must register and pay. Registration and payment is completed online or over the phone. Registration collects ALL demographic data for the applicant (Name, Address, SSN,...) so there is no data entry required at the fingerprint collection site. Payment can be completed online using a credit or debit card. Those who do not have the means to pay electronically, money orders or cashiers checks will be accepted on site. No cash transactions will be allowed.
2. The applicant proceeds to the fingerprint site of their choice for fingerprinting.
3. Results of the Criminal History search are forwarded to the approved recipient.

Registration Website:

www.aps.gemalto.com/ga/index.htm

Phone: 1-888-439-2512

Local Print Location & Hours

The UPS Store #4805

96 Craig Street, Suite 112

East Ellijay, GA 30540

Phone: 706-698-4877

Hours: Mon-Fri 7:30 A.M. to 6:00 P.M. / Sat 7:30 A.M. to 1:00

P.M.

Processing Fee:

\$48.25 online credit or debit card payment or money order payable to

Cogent System for the exact amount

Acceptable ID Document:

A current, valid and unexpired picture identification

TO COMPLETE APPLICANT REGISTRATION (listed below are required fields to complete registration):

- www.aps.gematto.com/ga/index.htm and select the following:
 - Georgia GAPS
 - Applicant Registration
 - EDUCATION AGENCIES (EA)
 - PUBLIC SCHOOLS
 - Accept Terms and Conditions
 - Agency: GILMER CO SCHOOLS (Agency ID GA930150Z)
 - Reason: School Employment – Public Schools (Statute Code 20-1-211.1)
(Be sure you select the reason listed above or the correct background check will not be processed.)

Last Name: _____ First Name: _____ Middle Name: _____

SSN: _____ Date of Birth: _____ Sex: _____

Weight: _____ Height: _____ Race: _____ Eye Color: _____ Hair Color: _____

Place of Birth: _____ Country of Citizenship: _____

Driver's License State: _____ Driver's License Number: _____

Address: _____ Phone #: _____

Street City State Zip

Print-out your Registration ID and take with you to the GAPS Fingerprint Site