

Clinic Volunteer Name
Clinic Volunteer Address
Mansfield, OH Zip Code

Dear Clinic Volunteer,

Thank you for your interest in ministering at Mansfield Christian School through the volunteer program. Mansfield Christian School counts on volunteers and appreciates your willingness to help in this way.

Please complete the following steps so that we may complete the necessary background checks:

- Read the Volunteer Policy
- Read the Volunteer Criminal Check Notice – date, print, sign your name and return it to Mansfield Christian School
- Read the Statement of Faith – print, date, sign your name and return it to Mansfield Christian School
- Read over the Dress Guidelines
- Have a BCI/FBI background check completed at one of the facilities listed
 - Location, number, times and cost is listed
 - Pay the cost of the background check. If you are a RN or LPN, provide a receipt to Barb Long, Business Manager and your cost will be reimbursed, as long as you serve as a nurse in the clinic on a regular and ongoing basis.
 - Be sure to mark that a copy of the results should be mailed to Mansfield Christian School, 500 Logan Road, Mansfield, OH 44907 and electronically to the Ohio Department of Education.

Once you request the results to be sent to Mansfield Christian School we will receive a copy in the mail when they are completed. Please mail the above completed forms to Mansfield Christian, Attn: Central Office, 500 Logan Road, Mansfield, OH 44907 or you may also fax the completed forms to (419) 756-7470. If you prefer, you may drop the forms off to the Central Office.

If you have any questions or concerns, please do not hesitate to contact Judy Trueblood at (419) 756-5651 ext. 200 or Stacy Craner at ext. 224. Again, thank you for your interest in volunteering at Mansfield Christian School. We appreciate you.

Sincerely,

Judy Trueblood
Central Office Secretary