



## LCS Volunteer Instructions

Thank you for your interest in volunteering at Legacy! Our volunteers are a valuable and much needed part of the culture of LCS. We are honored that you want to serve the school in this way.

Necessary paperwork for all **NEW** volunteers is:

- Background Check
  - o Email your first and last name to [tcondra@lcsmail.org](mailto:tcondra@lcsmail.org)
- Volunteer Handbook Acknowledgement

If you have volunteered in the past, you will be notified via email when your current background check needs renewed.

Background checks are valid for volunteers for **TWO YEARS**.

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### **DRIVERS:**

For volunteer drivers who will be driving children other than their own, the necessary paperwork (in **addition** to the items listed above) is:

- Field Trip Driver Acknowledgement
- Vehicle Inspection Report
- Copy of Current Driver's License
- Copy of Current Vehicle Insurance

Field Trip Driver Acknowledgement and Vehicle Inspection Reports are required **annually**.

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- Please return all paperwork to **Traci Condra** in the front office.
  - For more information on volunteering, please email: [ptf@lcsmail.org](mailto:ptf@lcsmail.org).
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*We have a local company that has graciously offered to perform complimentary inspections for Legacy parents. You **MUST** call in advance to set an appointment and let them know you are a Legacy parent.*

**Kahlo on 37**  
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Noblesville, IN 46060  
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