

Trotwood-Madison City Schools

Volunteer Frequently Asked Questions

How do I become a volunteer for Trotwood-Madison City Schools?

First step is to submit a volunteer application. Volunteer applications are available at each school building or at our Board of Education Office:

3594 N. Snyder Road
Trotwood, OH

I've submitted my volunteer application. What happens next?

Building Principals are responsible for reviewing and approving volunteer applications. Once the Building Principal approves the application, the application is sent to our Human Resources Office. Our Human Resources Office will contact you to schedule a background check. Background checks are completed at our Board of Education Office.

Why do I have to complete a background check?

To ensure a safe learning environment for students, all paid staff and volunteers in a school district are required to complete a FBI and BCI background check. Volunteer background checks are reviewing and approving based on the same standard as school employees.

Is there a cost for my background check?

Trotwood-Madison City Schools has made the commitment to pay for background checks for volunteers that agree to volunteer in our schools on a regular basis. There is no cost for the volunteer.

When can I start?

The Human Resources Department will contact you and the Building Principal once your application is approved and your background check results are on file.

THANK YOU FOR MAKING THE COMMITMENT TO VOLUNTEER FOR THE STUDENTS OF TROTWOOD-MADISON CITY SCHOOLS! YOUR PRESENCE MAKES A DIFFERENCE FOR STUDENTS AND WE LOOK FORWARD TO YOUR PARTNERSHIP!