



How to Volunteer at ACCS

Adams County Christian School | 2026–2027

Thank you for your interest in serving at Adams County Christian School. Volunteers support our students, staff, and Christian mission. Start by contacting the school office, completing the required background screening, and arranging your assignment before coming to serve.

Ways to serve

The handbook identifies opportunities in classrooms, the lunchroom, the office, and outside grounds. Families may also ask about Parent Teacher Fellowship activities, school events, and parent-led clubs. Field trip chaperones have additional requirements listed on the next page. The office can help you find an opportunity that fits your interests, availability, and the school's needs.

Steps to get started

1 Contact the school office

Call (937) 544-5502 or email Mandi Singleton at msingleton@eaglesaccs.com or Alisha Brewer at albrewer@eaglesaccs.com. Share your name, contact information, availability, and the type of service you are interested in. Community members should contact the office to discuss eligibility and available assignments.

2 Complete the background screening

ACCS uses Bchex SecureVolunteer for volunteer background screening. Open the school's link below and follow the instructions shown on the site. Provide the requested information and authorization through the secure application.

securevolunteer.com/adams-county-christian-school/home

Ask the office about any fee, processing time, or renewal requirement. The handbook requires an up-to-date background check for parents wishing to volunteer and a background check for all regular volunteers. Ask the office to confirm that your screening is current before scheduling service.

3 Confirm your assignment

After submitting your screening, contact the office to confirm clearance and arrange your assignment. Submitting the application alone does not confirm that you are ready to serve.

4 Schedule in advance

Contact the office or your school point of contact at least 24–48 hours before volunteering so staff can plan. Confirm your date, arrival time, duties, and supervising staff member.

5 Check in when you arrive

Report to the front office and sign in before beginning your assignment. Wear a volunteer badge while on school premises and follow your staff contact's directions.



Guidance while serving

Serve with kindness, respect, and conduct that supports the school's Christian mission. Follow the school's rules and your supervising staff member's instructions. Ask staff whenever you are unsure about a task or a student's needs.

- Protect student privacy. Keep student information and concerns confidential, and share concerns directly with the appropriate school staff member.
- Help within your assigned role. Refer student behavior concerns to staff, and seek staff guidance before changing an activity or taking on additional responsibilities.
- Report injuries, illness, unsafe conditions, or other concerns promptly to the supervising staff member or office. Follow staff directions during emergencies.
- Let your school contact know as soon as possible if you cannot attend a scheduled assignment.

Volunteer service is unpaid. Under the handbook, ACCS does not provide monetary reimbursement or financial assistance on a family's school account for volunteer services.

Additional requirements for field trip chaperones

The ACCS Chaperone Policy requires a chaperone to be at least 21 years old and a family member of a child in the class taking the field trip. Contact the teacher about selection, trip details, and the required Chaperone Agreement Page, which must be completed before leaving school property. Complete the volunteer screening process and confirm clearance with the office.

- Keep all students assigned to your group together and continuously supervised. Follow the teacher's group assignments, schedule, and directions.
- Be a positive role model. Dress appropriately, use Christ-like words and actions, and refrain from tobacco, alcohol, and inappropriate language. Only Christian music should be played in vehicles.
- Report rule violations to the teacher. Chaperones support appropriate behavior; teachers handle discipline.
- Follow the teacher's directions for restroom supervision, student cell phones, and transportation. Students ride in the same vehicle to and from the event unless the teacher or faculty sponsor approves a change.
- Know the location of the first aid kit and the procedures for injuries and illness. Notify the teacher or faculty sponsor as soon as possible.
- Before leaving after the trip, make sure students and equipment have returned and been unloaded, and inspect vehicles for forgotten items.

Read the full ACCS Chaperone Policy and trip-specific instructions before serving. Direct questions to the teacher or faculty sponsor.

Questions and next steps

School office: (937) 544-5502

Mandi Singleton, Administrative Secretary: msingleton@eaglesaccs.com

Alisha Brewer, Fiscal Officer: albrewer@eaglesaccs.com

Chris Young, Superintendent: cyoung@eaglesaccs.com

187 Willow Drive, West Union, OH 45693