

Heart Math Tutoring – CCSD Volunteer Application How-To

Charleston County School District Volunteers

Heart Math Tutoring | heartmathtutoring.org

I am completing the CCSD Volunteer Application for the first time

I have already completed the CCSD Volunteer Application

All volunteers who tutor with Heart Math Tutoring in Charleston County must complete a background check through Raptor Technologies before their in-person orientation. The process takes about 10 minutes and only needs to be done once every three years. Please hold off completing the application until you know your school assignment. If you have any questions, feel free to reach out to dave.smith@heartmathtutoring.org

What You'll Need

- A valid government-issued photo ID (driver's license or passport)
- Your Social Security Number
- An email address
- 5–10 minutes

1 Open the Background Check Link

Go to the following link in your web browser:

<https://apps.raptortech.com/Apply/Mzg2OmVuLVVT>

You will land on the District Volunteer Application welcome page. Read through the information on the screen, then click Next.

Note: Use a personal email address, not a work email. Raptor will send important notifications to this address, and work email filters may block them.

Charleston County
SCHOOL DISTRICT

1 2 3 4 5 6 7 8
Welcome Personal Information School Preferences Functions Organizations Disclaimer Payment Done

District Volunteer Application

Hello Charleston County School District Volunteer Applicant,

We appreciate your interest and willingness to volunteer in our schools. Before you begin completing the application, please be sure to read this announcement in its entirety, as it offers very helpful information for successfully completing your application. To provide the safest possible environment for our students, all applicants undergo a criminal background check which includes a nationwide criminal history check, a Sex Offender Registry check, and a Social Security verification. While all applicants are reviewed and approved on an individual basis, automatic dis-qualifiers include all felony convictions, as well as more serious misdemeanors to include but not limited to, crimes against children, domestic violence, and serious narcotics and/or alcohol related offenses. *Please note: there is a \$6.00 non-refundable application fee to cover the cost of the background check.

Please review these tips for successfully completing your application:

- Be sure that the information you enter on your application matches your government issued ID. You must enter your full legal name as it appears on your social security card, driver's license, or state issued ID. Do not enter any nicknames or titles.
- Enter a valid email address so that you can be notified of your application status. If you do not have an email address, you may enter raptor@charleston.k12.sc.us. Any information sent to that email address will be kept confidential and not shared outside of the volunteer program.
- Choose the school (or schools) you wish to volunteer at, you may check more than one. **Note: SOA and Academic Magnet are listed as one campus under "Bonds Wilson Campus".
- Choose the function you are interested in volunteering for. You may choose more than one function, however, if you plan to go on any field trips you must select "Chaperone" as one of your functions.
- If you do not have a social security number, please contact your child's school for instructions and assistance with completing the application in person.

While most applications can be processed within 48 to 72 hours, some are taking as long as 7-10 days. This largely depends on the time it takes to complete the criminal history portion of the background check. Some states are taking longer than others to complete. If you have any questions regarding the application process, you may reach out to your child's school or you may email raptor@charleston.k12.sc.us or call 843-529-3948.

Thank you,
CCSD Office of Security & Emergency Management

Cancel Application Next

2 Enter Your Personal Information

Fill in all required fields: your legal name, maiden name (if applicable), gender, date of birth, affiliation, address, phone number, and email. All fields marked with a red asterisk are required. Click Next when complete.

Important: You must use your legal name exactly as it appears on your driver's license or official government-issued ID. Do not use nicknames, abbreviations, or middle names or initials — enter your legal first name and last name only. Errors in your name may delay or prevent your background check from being approved.

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1 2 3 4 5 6 7 8
Welcome Personal Information School Preferences Functions Organizations Disclaimer Payment Done

Legal Middle Name *

Legal Last Name *

Maiden Name

Gender *

Date Of Birth *

Affiliation *

Preferred Language (for future communications) *

Address Line 2 / Apt # / Building #

City

State/Province/Region *

Postal/Zip Code *

Phone Number *

Email *

Previous Cancel Application Next

3 Select Your School

Find and select the school(s) where you will be tutoring. You can use the search bar at the top or scroll through the list. Click Next when done.



1 2 3 4 5 6 7 8
 Welcome Personal Information School Preferences Functions Organizations Disclaimer Payment Done

Please select the schools at which you wish to volunteer

Search All Schools and Buildings

Elementary Schools

☐ Angel Oak Primary	☐ Ashley River Creative Arts	☐ Belle Hall Elementary	☐ Brentwood Campus
☐ Buist Academy	☐ Burns Elementary	☐ Carolina Park Elementary	☐ Charleston Progressive
☐ Chicora Elementary School	☐ Corcoran Elementary School	☐ Drayton Hall Elementary	☐ Dunston Primary
☐ E B Ellington Elementary School	☐ Early College Palmer Campus	☐ Frierson Elementary School	☐ Goodwin Elementary
☐ Harbor View Elementary	☐ Hunley Park Elementary School	☐ Hursey Elementary	☐ James B. Edwards
☐ James Island Elementary	☐ James Simons Montessori	☐ Jane Edwards Community	☐ Jennie Moore Elementary

4 Select Your Volunteer Function

Check “Tutor” from the list of functions. You may select additional functions if applicable, but Tutor is required for HMT volunteers. Click Next.



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 Welcome Personal Information School Preferences Functions Organizations Disclaimer Payment Done

Please select the functions from the list below. (select all that apply)

Functions available at all schools (functions are activities for which you can volunteer)

☐ Athletics	☐ Cafeteria Helper	☐ Chaperone	☐ Classroom Helper
☐ Concessions	☐ Fundraising	☐ Library Helper	☐ Mentor
☐ Office Helper	☐ Reading Partners	☒ Tutor	☐ School Event

5 Select Your Organization

Select “Heart Math Tutoring (Non-Profit Organization)” from the list. Click Next.



1 2 3 4 5 6 7 8
Welcome Personal Information School Preferences Functions Organizations **Disclaimer** Payment Done

Please select the organization(s) on behalf of which you are volunteering (if not applicable, select "None")

Organizations associated with all schools

☐ Be A Mentor	☒ Heart Math Tutoring (Non-Profit Organization)	☐ PTA/PTO	☐ Reading Partners Non-Profit
☐ LOCAL - Advanced Technology International	☐ LOCAL - Berkeley Electric Cooperative	☐ LOCAL - Boeing South Carolina	☐ LOCAL - Charleston Southern University
☐ LOCAL - Clemson University	☐ LOCAL - College of Charleston	☐ LOCAL - Dominion Energy	☐ LOCAL - Explore Charleston
☐ LOCAL - Medical University of South Carolina	☐ LOCAL - Novant Health	☐ LOCAL - O.L. Thompson Construction	☐ LOCAL - Other (Not Listed)
☐ LOCAL - Roper St. Francis Healthcare	☐ LOCAL - Santee Cooper	☐ LOCAL - The Citadel	☐ LOCAL - The InterTech Group
☐ LOCAL - Trident Technical College	☐ LOCAL - Wells Fargo	☐ None	

Previous
Cancel Application
Next

6 Read the Disclaimer and Provide Your Signature

Read the disclaimer carefully. Then enter your Social Security Number, re-enter it to confirm, and sign using your mouse or touchscreen. Click Next.

Note: Your Social Security Number is used only to conduct the background check and will not be saved or shared.



1 2 3 4 5 6 7 8
Welcome Personal Information School Preferences Functions Organizations **Disclaimer** Payment Done

Please read the disclaimer below and provide your signature

I understand that by submitting this volunteer application, I give the Charleston County School District permission to conduct a criminal background check. This will include a social security verification. Your social security number will only be used for this purpose, and this information will not be retained.

I understand that during my service as a volunteer with the Charleston County School District, I agree to comply with all relevant CCSD policies and directives, to include any guidelines provided by CCSD or the administrator of the school for which I am volunteering. I will also maintain the confidentiality of any information regarding a student or school district employee that I may encounter or observe during my volunteer service.

By providing my digital signature, I am agreeing to abide by the rules and regulations of the District Volunteer Program.

Name

Social Security Number

Your social security number will not be saved or used for any other purpose.

Re-Enter Social Security Number

Signature

By signing your name you agree to all the above statements. Use the mouse or touch screen to sign.

Previous
Cancel Application
Next

7 Payment

A \$6.00 application fee is required to complete the background check. Enter your payment information and click Next.

Please enter your payment information

A \$6 fee is assessed to cover the cost of the criminal background check required for volunteers; payment is made directly to the background check provider. Please enter your payment information below.

Payment

Name on Card *

Card Number *

Autofill >

Expiration Date *

CVC *

Zip Code *

Volunteer Application Fee

\$6.00

Your Total

\$6.00



Pay and Submit Application

Fee Reimbursement: Heart Math Tutoring will provide a \$5.00 gift card to reimburse this fee. To request reimbursement, submit the form at the link below after completing your application.

Reimbursement request form: [PLEASE CLICK HERE TO SUBMIT THE FORM](#)

Heart Math Tutoring Charleston Background Check Gift Card Reimbursement

Please complete the form below and you will receive a gift card to reimburse the \$5 cost of completing your background check with Charleston County School District. Thank you for being a HMT tutor!

First Name

Your answer

Last Name

Your answer

E-Mail Address

Your answer

Please select what store you would like to receive your \$5 gift card from.

- ☐ Amazon
- ☐ Starbucks
- ☐ Target

Submit

Clear form

8

Confirmation

After payment, you will see a confirmation screen. Your application will be reviewed and you will be notified of your volunteer status within 10 business days.

The image shows a confirmation screen for a volunteer application. At the top, there is a progress bar with eight steps: 1 Welcome, 2 Personal Information, 3 School Preferences, 4 Functions, 5 Organizations, 6 Disclaimer, 7 Payment, and 8 Done. The current step is 8, which is highlighted. Below the progress bar, the text "Thank You" is centered. The main content area contains a message from the Office of Security & Emergency Management, stating that the payment has been confirmed and an email has been sent to the applicant. The message also states that the credit card was charged \$6.00. At the bottom of the screen, there are two buttons: "Previous" and "Finish".

Charleston County
SCHOOL DISTRICT

1 Welcome 2 Personal Information 3 School Preferences 4 Functions 5 Organizations 6 Disclaimer 7 Payment 8 Done

Thank You

Dear CCSD Volunteer Applicant,

Your volunteer application has been successfully submitted and will be reviewed per the district's volunteer policy. Within the next five (10) business days, you will be notified as to your volunteer status. If you do not receive notification from us within this allotted time, please feel free to contact us via email (raptor@charleston.k12.sc.us) or telephone (843.529.3948).

Thank you,
The Office of Security & Emergency Management

Your payment has been confirmed and an email has been sent to the email address associated with your application.
Your credit card was charged the following amount: \$6.00

Previous Finish

Last Step: Forward Your Clearance Email to HMT

Once your background check is approved, Raptor will send you a confirmation email. You must forward that email to HMT so we can confirm your clearance before your in-person orientation.

- Watch for an email from donotreply@raptortech.com with the subject line "Volunteer Application Approved."
- Forward that email to: dave.smith@heartmathtutoring.org
- The email will show your name, email address, and the date you were cleared. It should look like the example below.

FW: Volunteer Application Approved



[Reply](#) [Reply All](#) [Forward](#) [More](#)

Wed 6/24/2026 2:15 PM

 Automatic download of some pictures in this message.

From: Raptor System <donotreply@raptortech.com>

Sent: Wednesday, June 24, 2026 2:03 PM

To: 

Subject: Volunteer Application Approved

Congratulations CCSD Volunteer,

Your volunteer application has been approved and is valid for the next three (3) years. We look forward to working with you on the volunteer activities you have selected. If you have any specific questions related to your volunteer activities, please directly contact the school or organization for which you wish to volunteer. For general questions, feel free to contact the Office of Security & Emergency Management via email (raptor@charleston.k12.sc.us) or telephone (843.529.3948).

Thank you for your willingness to serve the Charleston County School District.

Sincerely,

The Office of Security & Emergency Management

Powered by Raptor

Example: forwarded "Volunteer Application Approved" email

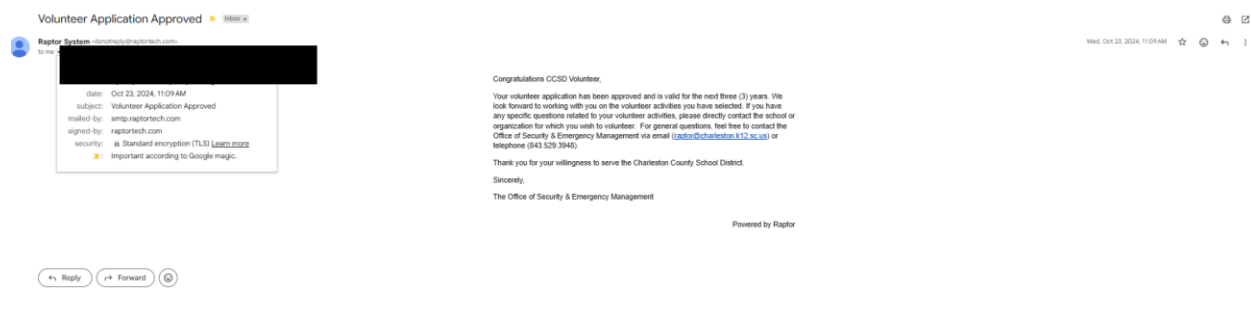
Already Have a Cleared Background Check?

If you have previously completed a background check through Raptor, you may already be cleared. Follow the steps below to confirm your status with HMT.

Forward Your Clearance Email

When your background check was approved, Raptor sent you a confirmation email. If you still have that email:

- Search your inbox for emails from: donotreply@raptortech.com
- Look for the subject line: “Volunteer Application Approved”
- The email will show your name, email address, and the date you were cleared. It should look like the example below.
- Forward that email or reach out with questions to: dave.smith@heartmathtutoring.org



Example: “Volunteer Application Approved” email from Raptor System

Frequently Asked Questions

Why do I need to complete a background check?

Charleston County School District requires all volunteers to complete a background check before working with students. Heart Math Tutoring volunteers tutor one-on-one during the school day, so clearance is required before your in-person orientation. You will not be able to begin tutoring until your background check is approved.

How long does the background check take?

Most background checks are processed within 24–72 hours. Some may take longer depending on the state where you have lived. You will receive an email from Raptor (donotreply@raptortech.com) when you have been cleared.

How will I know when I'm cleared?

You will receive an email from Raptor with the subject line “Volunteer Application Approved.” Check your spam or junk folder if you don't see it within 72 hours. Please forward that email to Dave Smith at dave.smith@heartmathtutoring.org once you receive it, so we can check you off.

What if I don't have a Social Security Number or driver's license?

A Social Security Number is required to complete the criminal background check. If you do not have one, please contact Dave Smith at dave.smith@heartmathtutoring.org to discuss your options. All HMT volunteers must be fully cleared before tutoring.

I submitted the form but never received a confirmation email. What do I do?

First, check your spam or junk folder. The email comes from donotreply@raptortech.com. If it's not there, confirm that the email address you entered during registration was typed correctly. If you're still having trouble, contact Dave Smith at dave.smith@heartmathtutoring.org.

Who can see the personal information I submit?

Your information is stored securely by Raptor Technologies and shared only with CCSD's Office of Security & Emergency Management for the purpose of conducting your background check. Your Social Security Number is not retained after the check is complete. Heart Math Tutoring does not have access to your SSN or ID number.

Questions?

Contact Dave Smith at dave.smith@heartmathtutoring.org for help.