



The District has defined the following requirements for volunteers and independent contractors:

1. Parent/Guardian volunteer
2. SUSD Student Volunteer
3. Community Volunteer A
4. Community Volunteer B and Independent Contractor

The following procedures need to be followed if you are interested in securing a volunteer at your school:

Type of Volunteer or Independent Contractor	Receives Direct Supervision by Certified Staff	Volunteer and/or Parent Chaperone Application Required (online)	Volunteer Approval Form (to be completed by school office)	Background Check Required	Fingerprint Clearance Required
Parent Volunteer–Child’s Classroom/School and local field trip <i>in sight of certified staff</i>	YES	YES	YES	NO	NO
Parent Volunteer (<i>sports, office, library, playground, cafeteria</i>)	YES	YES	YES	NO – FERPA training required (chaperone video)	NO
SUSD Student Volunteer*2	YES	NO	NO	NO	NO
Community Volunteer A (<i>non-parent in sight of certified staff in classroom setting or local field trip</i>)	YES	YES	YES	NO	NO
Extra Curricular Community Volunteer A – non-parent (<i>sports, office, library, play ground, cafeteria and local field trip not in sight of certified staff</i>)	YES	YES	YES	YES	NO
Volunteer/Chaperone NOT in sight of certified staff(<i>not in classroom setting-overnight of out of state field trip</i>)	NO	YES	YES	YES	NO
Community Volunteer B (<i>non-parent Community Volunteer providing services to students NOT in sight of certified staff</i>)	NO	YES	YES	YES	YES*3 (one-time fingerprint results only: \$32)
Independent Contractor (<i>non-parent, usually from an outside organization, providing services to students NOT in sight of certified staff</i>)	NO	YES	YES	YES	YES*3 (DPS Fingerprint Clearance Card: \$67)

Human Resources strongly encourages all administrators to ensure a certified staff member supervises volunteers and independent contractors whenever possible.

*1 Background checks are required for a volunteer and/or parent/guardian who is assigned to chaperone students on overnight field trips or on local field trips if they are supervising students while not in the direct line of sight of a certified staff member. Chaperones must be a minimum of 21 years of age.

*2 Student volunteers must be students of Scottsdale Unified School District and be at least 14 years of age and must be directly supervised by a certified staff member.

- *3 ARS 15 – 512 requires personnel who are not the parent or the guardian of a pupil who attends school in the school district, but are required or allowed to provide services directly to students without the supervision of a certificated employee to be fingerprinted.

Upon receipt of the Approval of Volunteer form, Volunteer and/or Parent Chaperone Application, and the Background Check forms, Human Resources will conduct a background check. Human Resources will provide the school with written authorization to place the volunteer upon completion of the background check.

The above process must be completed for existing volunteers as well as any new and future volunteers. Background checks expire after three years. If the person is still a volunteer, a new background check will be required.

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