

SCHOOL SITE VOLUNTEERS		
RELATIONSHIP TO SCHOOL	TYPE OF VOLUNTEER	CLEARANCE REQUIREMENTS
Parent, Legal Guardian, or Stepparent	Onsite parents must always be IN sight of a certified staff member. Parents will be volunteering on campus at their child's school.	<u>Step 1:</u> Complete the Volunteer Application <u>Step 2:</u> Contact the school to review and approve <u>Step 3:</u> Wait for approval notice from HR
Community Volunteer	Community volunteers must always be IN sight of a certified staff member. Community volunteers will be volunteering on a campus but does not have a child that attends the school.	<u>Step 1:</u> Complete a Volunteer Application <u>Step 2:</u> Contact the school to review and approve <u>Step 3:</u> Complete a Criminal Affidavit Form (must be notarized) <u>Step 4:</u> Wait for Background Check Clearance from HR
CHAPERONES FOR LOCAL NON-OVERNIGHT FIELDTRIPS INSIGHT OF CERTIFIED STAFF		
RELATIONSHIP TO SCHOOL	TYPE OF VOLUNTEER	CLEARANCE REQUIREMENTS
Parent, Legal Guardian, or Stepparent	Parents who chaperone a local non-overnight field trip and will always be IN sight of a certified staff member.	<u>Step 1:</u> Complete a Volunteer Application <u>Step 2:</u> Contact the school to review and approve
Community Volunteer	Community volunteers who chaperone a local non-overnight field trip and will always be IN sight of a certified staff member.	<u>Step 1:</u> Complete a Volunteer Application <u>Step 2:</u> Contact the School to review and approve <u>Step 3:</u> Complete a Criminal Affidavit Form (must be notarized) <u>Step 4:</u> Wait for Background Check Clearance from HR
CHAPERONES FOR LOCAL NON-OVERNIGHT FIELDTRIPS OUT OF SIGHT OF CERTIFIED STAFF		
RELATIONSHIP TO SCHOOL	TYPE OF VOLUNTEER	CLEARANCE REQUIREMENTS
Parent, Legal Guardian, or Stepparent	Parents who chaperone a local non-overnight field trip and will be OUT of the sight of a certified staff member.	<u>Step 1:</u> Complete a Volunteer Application <u>Step 2:</u> Contact the school to review and approve <u>Step 3:</u> Complete a Criminal Affidavit Form (must be notarized) <u>Step 4:</u> Wait for Background Check Clearance from HR
Community Volunteer	Community volunteers who chaperone a local non-overnight field trip and will be OUT of sight of a certified staff member.	<u>Step 1:</u> Complete a Volunteer Application <u>Step 2:</u> Contact the school to review and approve <u>Step 3:</u> Complete a Criminal Affidavit Form (must be notarized) <u>Step 4:</u> Visit HR for fingerprinting <u>Step 5:</u> Wait for Background & Fingerprint Clearance
CHAPERONES FOR OVERNIGHT FIELD TRIPS		
RELATIONSHIP TO SCHOOL	TYPE OF VOLUNTEER	CLEARANCE REQUIREMENTS
Parents, Guardians, Stepparents, Community Volunteers, and Volunteer Coaches	Chaperones who attend an overnight field trip.	<u>Step 1:</u> Complete a Volunteer Application <u>Step 2:</u> Contact the School to review and approve <u>Step 3:</u> Complete a Criminal Affidavit Form (must be notarized) <u>Step 4:</u> Visit HR for fingerprinting <u>Step 5:</u> Wait for Background & Fingerprint Clearance
VOLUNTEER COACHES		
RELATIONSHIP TO SCHOOL	TYPE OF VOLUNTEER	CLEARANCE REQUIREMENTS
Parents, Guardians, Stepparents, and Community Volunteers	An unpaid coach who will always be IN sight of a paid coach.	<u>Step 1:</u> Complete a Volunteer Application <u>Step 2:</u> Contact the School to Review and Approve <u>Step 3:</u> Complete a Criminal Affidavit Form (must be notarized) <u>Step 4:</u> Wait for Background Check Clearance from HR OR submit a valid Fingerprint Clearance Card <u>Step 5:</u> Make appointment with HR to sign Sports Waiver and receive a volunteer badge.