

## VOLUNTEER CLEARANCE

### SITE VOLUNTEERS

| SITE VOLUNTEERS                     | DEFINITION   | CLEARANCE REQUIREMENTS  |
|-------------------------------------|--|---|
| Parent, Legal Guardian, Step Parent | Site volunteers must always be under the supervision of a certified staff member. Site volunteers will be volunteering on campus at their child's school.  | Step 1: Complete a Volunteer Application<br>Step 2: Contact the School to Review and Approve  |
| Community Volunteer                 | A community volunteer must always be under the supervision of a certified staff member. A community volunteer will be volunteering on a campus, but does not have a child that attends the school. | Step 1: Complete a Volunteer Application<br>Step 2: Contact the School to Review and Approve<br>Step 3: Complete a Criminal Affidavit Form<br>Step 4: Wait for Background Check Clearance from HR |

### CHAPERONES IN SIGHT OF CERTIFIED STAFF

| CHAPERONES IN SIGHT OF CERTIFIED CLEARANCE | DEFINITION   | CLEARANCE REQUIREMENTS   |
|--|--|--|
| Parent and Legal Guardian                  | A chaperone who attends a local, non overnight, field trip and will always be in sight of a certified staff member.                          | Step 1: Complete a Volunteer Application<br>Step 2: Contact the School to Review and Approve   |
| Community Volunteer                        | Attends a local, non overnight, field trip and will always be in the sight of a certified staff member and is NOT the parent/legal guardian. | Step 1: Complete a Volunteer Application<br>Step 2: Contact the School to Review and Approve<br>Step 3: Complete a Criminal Affidavit Form ( <i>must be notarized</i> )<br>Step 4: Wait for Background Check Clearance from HR |

### CHAPERONES OUT OF SIGHT OF CERTIFIED STAFF

| CHAPERONES OUT OF SIGHT OF CERTIFIED CLEARANCE | DEFINITION   | CLEARANCE REQUIREMENTS  |
|--|--|---|
| Parent and Legal Guardian                      | Attends a local, non overnight, field trip and will be OUT of the sight of a certified staff member. | Step 1: Complete a Volunteer Application<br>Step 2: Contact the School to Review and Approve<br>Step 3: Complete a Criminal Affidavit Form ( <i>must be notarized</i> )<br>Step 4: Wait for Background Check Clearance from HR  |
| Community Volunteer                            | Attends a local, non overnight, field trip and will be OUT of the sight of a certified staff member. | Step 1: Complete a Volunteer Application      Step 2: Contact the School to Review and Approve<br>Step 3: Complete a Criminal Affidavit Form ( <i>must be notarized</i> )<br>Step 4: Visit HR for fingerprinting<br>Step 5: Wait for Background & Fingerprint Clearance |

### CHAPERONES ON OVERNIGHT FIELD TRIPS

| OVERNIGHT TRIPS  | DEFINITION                                 | CLEARANCE REQUIREMENTS  |
|--|--|---|
| All- Parents, guardians, community volunteers, Volunteer Coaches | Any chaperone attending an overnight trip. | Step 1: Complete a Volunteer Application      Step 2: Contact the School to Review and Approve      Step 3: Complete a Criminal Affidavit Form ( <i>must be notarized</i> )<br>Step 4: Visit HR for fingerprinting (parents & guardians effective 2020-2021 school year)<br>Step 5: Wait for Background & Fingerprint Clearance |

### VOLUNTEER COACHES

| VOLUNTEER COACHES                                 | DEFINITION   | CLEARANCE REQUIREMENTS  |
|---|--|---|
| Anyone who will assist in an unpaid coaching role | An unpaid coach who will always be in the sight of a paid coach. | Step 1: Complete a Volunteer Application      Step 2: Contact the School to Review and Approve      Step 3: Complete a Criminal Affidavit Form ( <i>must be notarized</i> )<br>Step 4: Wait for Background Check Clearance from HR OR submit a valid Fingerprint Clearance Card |