

# Volunteer Guidelines

**Definition:** A volunteer is a parent, community member, or other adult who assists at a school site or program on a regular or semi-regular basis, usually with an assigned schedule. A volunteer is a person who provides his/her time to the District without pay. Individuals who are at the school to attend or help at a one-time special event involving no unsupervised contact with children are not considered volunteers by this definition and are not required to be screened.

## Types of Volunteers:

**Under Direct Supervision of a Certificated Employee:** (May not work unsupervised with children.)

**General School Volunteer** – Volunteering during school hours performing duties such as breakfast/lunch assistants, and classroom aides/helpers, library, playground supervisors.

**Activities Volunteer** – Volunteering after school hours working on the campus at events such as booster, parent support clubs or after school clubs.

**Not Under Direct Supervision** - Coaches of performing arts and athletics, one-on-one tutoring, overnight trips, transporting students.

Volunteer Requirements	Under Direct Supervision (Site Processes)		Not Under Direct Supervision (HR Processes)		
	General School Volunteers	Activities Volunteers	Overnight Chaperones	Coach Athletic	Coach Performing Arts
Volunteer Application and Waiver	X	X	X	X	X
Copy of Driver's License or California Identification Card	X	X	X	X	X
TB Test Results	X	X	X	X	X
Emergency Card	X	X	X	X	X
Volunteer Technology User Agreement			X	X	X
Coaches Code of Ethics				X	X
Certification of Compliance – including copies of applicable information				X	X
Fingerprint Clearance (AB346) DOJ & FBI			X	X	X
Megan's Law Clearance	X				
First Aid and CPR Training (encouraged but not required)				X	X
Site-level Approval (Site Administrator)	X	X	X	X	X
District-level Approval (Human Resources Services Administrator)			X	X	X
District-issued Photo ID Badge				X	X
Site-issued ID Badge	X		X		
*Medical Provider Network Rights Materials and Acknowledgement Form	X	X	X	X	X