

**IJOC ©
SCHOOL VOLUNTEERS**

Volunteers can make many valuable contributions to the students and educational programs of the District. A volunteer program is approved subject to suitable rules, safeguards, and regulations as developed by the Superintendent.

The Superintendent shall promote appropriate annual recognition of volunteer services.

Adopted: date of policy manual adoption

LEGAL REF.:

A.R.S.

[13-3716](#)

[15-512](#)

[23-901.06](#)

CROSS REF.:

GCFC - Professional Staff Certification and Credentialing Requirements (fingerprinting requirements)

GDFA - Support Staff Qualifications and Requirements (fingerprinting requirements)

IJOC-R

REGULATION

SCHOOL VOLUNTEERS

The Agua Fria Union High School District (AFUHSD) promotes and supports the help of school volunteers. A volunteer's job is varied and diverse. Volunteers can help in a number of areas such as tutoring and mentoring students, assisting faculty in the classroom, or with specific clerical duties in school offices and libraries. Volunteers can assist coaches with athletic programs. Adult volunteers are interested in the quality of education, growth and development of our students, and are caring individuals who want to offer their time, skills and talents. The following are District guidelines mandated by District Administration and the AFUHSD Governing Board.

Who Can Volunteer?

AFUHSD volunteers are parents, grandparents, community members, retirees and senior citizens. School volunteers care about children and education. They help fill that budget gap by offering their time, talents and assistance when there is little funding for special projects. Prior teaching experience is not necessary to be a volunteer.

A school volunteer must be twenty-one (21) years of age in order to volunteer.

An athletic program school volunteer must be a minimum of twenty-one (21) years of age.

What Kind of Jobs do School Volunteers Fill?

Our schools offer a variety of volunteer opportunities. Some jobs provide the volunteer with a chance to work with students. There are also volunteer opportunities for those who prefer not to work directly with students. They help make possible the improved delivery of educational services for students. The time commitment is usually up to the individual in coordination with their supervisor.

School volunteers may not work with sensitive materials, which contain personal information about students or staff.

The following are samples of areas in which to volunteer:

1. With guidance from a teacher the school volunteer may tutor and assist students who are having difficulties with subject matter. A volunteer may also perform such tasks as putting up bulletin boards, correcting papers, preparing teaching aids and special learning materials. This service will provide the teacher with more time to plan and work with students.
2. School volunteers can help in school offices, the Health Center or school library assisting with mailings, answering phones, making copies, running errands on campus. School volunteers may not access computers, school e-mail, nor student and staff records.

3. A school volunteer can offer their services as a guest speaker to classes on subjects for which they have knowledge and expertise. The principal is responsible for the use of a volunteer in this capacity.

4. School volunteers can help with extracurricular activities, sports activities, clubs or field trips. They may work on theater productions and art projects.

Procedures for Volunteers

The following are District guidelines mandated by District administration and the Governing Board.

All Volunteers Must:

1. ***Complete the Volunteer Application.*** All volunteer candidates must complete the Volunteer Application. The applications are located in Human Resources at the District Office. The application requires basic information, references, previous employment history, education, special interests and experiences. The applicant can specify times available to volunteer and in what area they are interested in volunteering.

2. ***Complete the Fingerprint Process.*** To comply with Arizona State law each volunteer candidate is required to have fingerprints taken and processed through the Department of Public Safety (DPS). (Fingerprints can be taken in the Human Resources Department but must be submitted to DPS by the volunteer candidate.) Fingerprint clearance or a valid fingerprint card must be received in Human Resources with enough time that the volunteer candidate can be placed on the Governing Board agenda and approved by the Governing Board *PRIOR* to volunteering. **Some volunteer areas such as athletics require a fingerprint card.**

The fingerprint process can take from approximately two (2) weeks to ten (10) weeks depending upon the time of year and the volume of fingerprint applicants to be processed through the Department of Public Safety.

All new and returning school volunteers must be approved by the AFUHSD Governing Board. A school volunteer may not begin to volunteer prior to receipt of fingerprint clearance or receipt of fingerprint card and Governing Board approval.

Fingerprint clearance is valid for two (2) years; a fingerprint card is valid for six (6) years.

- a. A returning volunteer must update their fingerprint clearance every two (2) years or their fingerprint card every six (6) years prior to the expiration date.
- b. If the volunteer holds a current State of Arizona Fingerprint Clearance card, they may present that in lieu of the fingerprint process.

c. If the volunteer is a current District employee, they should have already been fingerprinted and either be fingerprint cleared or have a valid fingerprint card.

3. **Complete the Volunteer Qualifications and Requirements Form.** This form must be completed and signed by the volunteer candidate. It is enclosed within the application packet. This form can be notarized in the Human Resources Office.

4. **Complete the Guidelines for Volunteers Form.** This form must be completed and signed by the volunteer candidate. It is enclosed within the application packet.

5. **Receive a District Volunteer Photo I.D. Badge.** I.D. pictures are taken in the Human Resources Office and are current for one (1) school year. Each year after returning volunteers have been Governing Board approved, they must have a new District Volunteer I.D. badge processed.

Volunteers must wear District Volunteer I.D. badges at all times when volunteering.

Parent Volunteer:

1. Parent volunteers, who work directly with students, must complete the application process.

2. If a parent is volunteering for a one (1)-time activity such as assisting a group or club to raise money at one game or one school function, they are not required to complete an application. If volunteering for one game or one school function, the parent volunteer must have current/valid Photo I.D. (such as Arizona driver's license), and be approved by the school principal.

If the parent volunteer intends to volunteer for **more than one** game or for **more than one** activity or travel on field trips, they must complete the application process and be approved by the Governing Board.

3. Parent volunteers, if they have submitted the proper documents to the Human Resources office, have provided a thirty-nine (39)-month driving record to the District Transportation Department, and have passed District Transportation van training, may drive a District vehicle carrying equipment and supplies but **never** students. If students are traveling in a District vehicle, a qualified District employee must drive them.

4. Parent volunteers will not be allowed to travel with students on overnight trips unless they have met with the school principal, completed the volunteer application, have valid fingerprint clearance or fingerprint card, have been approved by the Governing Board, and have district photo I.D.

District Employees Serving as Volunteers

District employees may serve as volunteers for the District only under the following conditions:

1. The District employee is a Governing Board approved volunteer and one (1) of the following applies:
 - a. The District employee is volunteering as a parent for an event related to his or her child; or
 - b. The volunteer activities are unlike the work for which s/he is paid by the District (for example, a teacher may not volunteer in another teacher's classroom unless s/he is doing so as the parent of a child in that classroom.)
2. Volunteer time is not paid time.
 - a. If a District employee meets the criteria above and requests to volunteer for an event that occurs during the employee's normal work hours, the employee must request and be approved for personal leave for the time the employee is away from his or her normal job duties.
 - b. If the District requests that a District employee chaperone an event during his or her normal work hours, the employee will be paid for the time and it will not be considered volunteer work.

Volunteering for an Athletic Program (includes Spiritline/POM):

1. When a coach has a prospective individual interested in volunteering, the coach must submit that person's name to the Athletic Director along with what the person is volunteering for. That volunteer candidate must meet with the Athletic Director on the campus where they wish to volunteer. If the Athletic Director, after a **formal** interview, feels that the volunteer is a good candidate, they may direct the volunteer candidate to complete the volunteer application process.
2. The Governing Board must approve all athletic program volunteers. A volunteer in athletics may not begin to volunteer until all required documents, **including valid fingerprint card**, are on file in Human Resources, and the volunteer candidate has been approved by the Governing Board.
3. **An athletic program volunteer must be a minimum of twenty-one (21) years of age.**
4. Athletic Program Volunteers may **NOT** drive students in District or personal vehicles.



**AGUA FRIA UNION HIGH SCHOOL DISTRICT 216
VOLUNTEER APPLICATION**

Name (Print): _____ Phone _____

Home Address/City/State/Zip _____

E-mail _____

Please complete this section of the application in order for us to have sufficient information on your experiences and background.

1. Current Employer/Address _____

2. Work Experience _____

3. Education (High School, College/University, Trade School, etc.) _____

4. Special Interest(s), Training, or skills (Hobbies, Computers, Business, Music, Theatre, Dance, Tutoring, etc.)

5. Previous Volunteer Experience/ Name School or Group and Area in Which You Volunteered:

For Office Use Only

Date: _____ Location: _____ Contact Person/Activity: _____

Fingerprint Clearance: Date: _____ Fingerprint Card (Exp. _____) ID Badge

Final Clearance and Governing Board Approval Date: _____ School/Site Notified Date: _____

Comments: _____

Please list times in the box or boxes to tell us which mornings or afternoons you would be available to volunteer.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A.M.					
P.M.					

On which campus would you like to volunteer? (Please check all that apply)

- AFHS
 CVHS
 DEHS
 MHS
 VHS
 Coldwater Academy
 New Directions
 No Preference
 Other _____

For what program would you like to volunteer? Band Theatre Dance Tutoring Assisting Classroom Teacher Athletics Other _____

Do you already have a teacher or coach for whom you would like to volunteer? NO YES If Yes, provide the name of the teacher or coach. _____

Have you ever worked with students? YES NO What grade/age levels? _____

EMPLOYMENT REFERENCES (CURRENT & PREVIOUS EMPLOYMENT)

Employer Name, Address, Telephone	Position	If Left Position, Reason for Leaving	Dates Employed
Name/Address: _____ Telephone () _____			
Name/Address: _____ Telephone () _____			
Name/Address: _____ Telephone () _____			

PERSONAL REFERENCES (PLEASE PROVIDE THREE (3) PERSONAL REFERENCES)

1. Name: _____ Phone: _____
 2. Name: _____ Phone: _____
 3. Name: _____ Phone: _____

I certify that the above information is correct. I hereby authorize the Agua Fria Union High School District to do a background investigation. I understand that this information will be treated as confidential material. Volunteers will submit to fingerprinting as required by law (a copy of the Arizona Revised Statute is attached) and the Agua Fria Union High School District Governing Board.

Volunteer's Signature

Date

Please Read the Following and Answer All Questions Completely and Accurately

The following information is needed from applicants and employees: *a record or conviction does not prohibit employment; however, failure to complete the affidavit or form accurately and completely shall mean disqualification from consideration for employment or shall be cause for dismissal if employed and may result in prosecution for filing false information with a public agency. The District will consider all circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment. Applicants and employees must report any situation which would change the status of the affidavit as filed on this form that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Executive Director of Human Resources.

*CONVICTION means that final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken

**A.R.S. § 13.604.01 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, child abuse, kidnapping and sexual abuse.

1. Have you been convicted of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer "YES" even if the matter was later dismissed, deferred, vacated or expunged. If you answer "YES" you must provide dates with proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

YES NO Explanation: _____

2. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer "YES" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES" you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

YES NO Explanation: _____

3. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body , public or private? If you answer "YES" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.

YES NO Explanation: _____

4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certificate or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer "YES" you must provide the name, address and telephone number of the employer of licensing body and a statement of the accusations against you.

YES NO Explanation: _____

5. **Have you ever been convicted of a dangerous crime against children as defined in ARS §13-604.04? If you answer "YES" you must provide details below, including date of conviction, court where convicted, sentence imposed and present status of conviction.

YES NO Explanation: _____

READ THIS PARAGRAPH BEFORE SIGNING THIS APPLICATION

Every answer I have provided on this application is both complete and truthful. I understand and agree that (1) if any information is omitted from or not filled in on this Application, or if any false information is furnished, the Agua Fria Union High School District will reject my application, (2) if any false information is furnished, I will be ineligible for any future consideration for employment and may subject to criminal prosecution, and (3) if I am employed by the Agua Fria Union High School District, I may dismissed from employment, if criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this Application.

Sign Name Print Name
Date

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EXHIBIT

**SCHOOL VOLUNTEERS
VOLUNTEER QUALIFICATIONS AND REQUIREMENTS**

Volunteer Name (PRINT)

**Area Requesting to Volunteer
(Band, Athletics, Other...)**

Volunteer Signature

Date(s) Volunteering

I, _____, being duly sworn, do hereby certify that I have never been convicted of or admitted in open court or pursuant to a plea agreement committing, and am not now awaiting trial for committing, any of the following criminal offenses in the state of Arizona or similar offenses in any other jurisdiction:

<ol style="list-style-type: none">1. Sexual abuse of a minor2. Incest3. First- or second-degree murder4. Kidnapping5. Arson6. Sexual assault7. Sexual exploitation of a minor8. Felony offenses involving contributing to the delinquency of a minor9. Commercial sexual exploitation of a minor10. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute marijuana or dangerous or narcotic drug11. Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs	<ol style="list-style-type: none">12. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs13. Burglary in the first degree14. Burglary in the second or third degree15. Aggravated or armed robbery16. Robbery17. A dangerous crime against children as defined in A.R.S. 13-70518. Child abuse19. Sexual conduct with a minor20. Molestation of a child21. Manslaughter22. Assault or Aggravated assault23. Exploitation of minors involving drug offenses
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FOR NOTARY ONLY:

Subscribed, sworn to, and acknowledged before me by _____

this _____ day of _____, 20____, in Maricopa County, Arizona.

Affix Notary Seal and Signature here:

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EXHIBIT

**SCHOOL VOLUNTEERS
GUIDELINES FOR VOLUNTEERS**

- A. The Agua Fria Union High School District appreciates the time volunteers donate to our schools. The District has procured general liability coverage for volunteers. Coverage for volunteers is provided off school premises for District approved events/activities only. The District *does NOT* provide insurance coverage for the loss or damage of personal property of students, staff, or volunteers.
- B. Volunteers must be a minimum of twenty-one (21) years of age.
- C. The exact procedure of working with volunteers will differ with each situation. Volunteers work under direct supervision of a teacher or other approved District personnel.
- D. Volunteers must refer all discipline situations to the teacher or District personnel.
- E. Volunteers *must NOT* give any medications or medical advice to students. Where sickness and medications are concerned the school nurse or authorized personnel will follow required procedures.
- F. Volunteers may drive a District vehicle if trained by the AFUHSD Transportation Department and all required documents regarding driving a district vehicle have been submitted to Transportation. Volunteers may drive a vehicle, including their own, only to carry equipment and supplies, but **NEVER** to transport students. If students are traveling in a District vehicle, a qualified District employee must drive them.
- G. Volunteers will receive training in preparation of their responsibility from their supervisor. Once Board-approved, the Volunteer's Supervisor is responsible for the orientation of the volunteer.
- H. Volunteers will complete the volunteer application, and receive a District Volunteer Identification (I.D.) Badge upon fingerprint clearance/fingerprint card receipt and Governing Board approval. Volunteer candidates may NOT begin to volunteer until this process is complete, including Governing Board approval.
- I. Following a formal meeting between the volunteer and the principal/administrator/supervisor/district administrator, a volunteer may be removed as a volunteer. This decision is final.

I am a volunteer at: _____
School/Location

I volunteer for: _____
(Band, Theatre, Classroom, Computers, Athletics...if other, name what you would like to volunteer for)

Volunteer's Name (PRINT)

Volunteer's Signature

Date