

**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 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)

[G DFA](#) - 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:

- A. 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.

B. 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.

C. 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.

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

Procedures for New Volunteers

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

All Volunteers Must:

A. *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.

B. *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.

1. 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.
2. If the volunteer holds a current State of Arizona Fingerprint Clearance card, they may present that in lieu of the fingerprint process.
3. 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.

C. 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.

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

E. Receive a District Volunteer Photo I.D. Badge. Identification (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:

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

B. If a parent is volunteering for a one (1)-time activity such as assisting a group or club to raise money at one (1) game or one (1) school function, they are not required to complete an application. If volunteering for one (1) game or one (1) 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 (1) game or for more than one (1) activity or travel on field trips, they must complete the application process and be approved by the Governing Board.

C. 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.

D. 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:

A. The District employee is a Governing Board approved volunteer and one (1) of the following applies:

1. The District employee is volunteering as a parent for an event related to his or her child; or
2. 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.)

B. Volunteer time is not paid time.

1. 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.
2. 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):

A. 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.

B. 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.

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

D. Athletic Program Volunteers may *NOT* drive students in District or personal vehicles.