



EXCELLENCE THROUGH LEADERSHIP

# Queen Creek Unified School District

---

## *Human Resource Department*

### **Procedures for School Site Volunteers/Chaperones**

Thank you for your interest in the Queen Creek Unified School District. We are excited that you want to volunteer with us. Please look at the steps below to be a volunteer.

*If you are a parent that wants to volunteer in your own child's classroom, an online application, fingerprint card and background investigation are **not** required.*

*If you are a parent participating in an overnight event or if you are a community member that wants to volunteer, please follow the steps below.*

1. What you need to be a volunteer
  - a. Apply online
  - b. Background clearance
  - c. IVP Fingerprint Card
  
2. Steps to be a Volunteer
  - a. Apply online at [Queen Creek Talent Ed](#)
    - i. Click on Volunteer/Chaperone Application
    - ii. Please make sure to have a copy of your driver's license to upload
  - b. Contact the school where you want to volunteer and let them know that you have applied online.
  - c. Queen Creek Unified School District Human Resources will run a background check and contact you with instructions on applying for an IVP Fingerprint Card.
  - d. Once your background check is cleared, you will receive an email notification that you have been approved to volunteer.
  - e. The school will contact you regarding your approval; however, once you receive the email, you are welcome to contact the school.
  
3. When you volunteer at the school, you will be required to sign in with the site front office or supervisor of the event each day and be given a temporary volunteer/visitor badge. The District does not issue identification badges to volunteers.

Do not hesitate to contact the school or Human Resources for more questions 480-987-5935.

---

**Excellence Through Leadership**

**20217 East Chandler Heights Road**

**Queen Creek, AZ 85142**

**(480) 987-5935**