

# *Queen Creek School District No.95*

20217 E. Chandler Heights Road, Queen Creek, Arizona 85142 Phone: (480) 987-5935 Fax: (480) 987-9714

## **Procedures for School Site Volunteers**

**A fingerprint card and background investigation are not required if a parent is volunteering in his/her own child's classroom.**

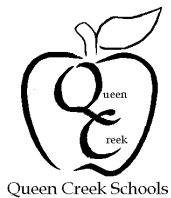
1. If someone comes to your site wanting to become a volunteer, please have him/her complete a Volunteer Application. Take a copy of their state issued photo ID (not required for parents volunteering in their own child's classroom) and scan to District Office receptionist.  
**Volunteers will NOT be processed without application and photo ID.**
2. Applications will be turned into the school site, NOT the District Office. Once HR receives application from the site, HR will schedule appointment; no walk-ins please.
3. Younger siblings are not allowed in the classroom during the instructional day, including classroom parties. For those volunteers who would like to help and do not have childcare available, tasks that can be completed at home may be available.
4. HR will process fingerprint and background applications. **NOTE:** AZ IVP fingerprint cards will NOT be accepted. Please **do not** send volunteers to the District Office, HR will contact them individually to schedule appointments.
5. The site will be notified when the background investigation has cleared. Volunteers are not permitted to begin volunteer services until cleared by Human Resources.
6. All volunteers must sign in with the site front office, each day and be given a temporary volunteer/visitor badge. The District does not issue identification badges to volunteers.
7. If a volunteer is under the age of 18, fingerprints/background checks will not be processed. If the volunteer turns 18 while volunteering, site must contact the District Office to schedule a time for the volunteer to come in to have fingerprints taken and a background investigation processed.

### **Points to remember:**

- Site responsibility: Keep "Volunteer" file, including original application & copy of photo ID
- Per policy GBEAA, "No person employed part time or as a volunteer of the District, as a coach, may directly supervise a child or grandchild on that team."
- Chaperones going on overnights with students must be 21 years of age and confirmed clearance from HR PRIOR to event

Rev. 8/28/2019

*Where Learning is Our Number One Priority!*



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## **VOLUNTEER APPLICATION**

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Name (Last, First, Middle) Date of Birth

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Phone Number Email Address

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City State Zip

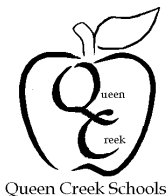
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School Site(s) Date

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Emergency Contact Name Emergency Contact Phone Number

Per policy GBEAA, "No person employed part time or as a volunteer of the District, as a coach, may directly supervise a child or grandchild on that team."



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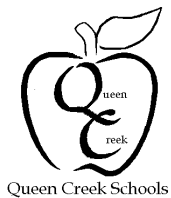
## **DISCLOSURE REGARDING BACKGROUND INVESTIGATION**

Queen Creek Unified School District #95 (“the Company”) may obtain information about you from a third party consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report is an employment history of verification. These searches will be conducted by [Universal Background Screening, Inc.](#), PO Box 5920, Scottsdale, AZ 85261, 1-877-263-8033. The scope of this disclosure is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports throughout the course of your employment to the extent permitted by law.

## **ACKNOWLEDGEMENT AND AUTHORIZATION FOR BACKGROUND CHECK**

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certified that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by Queen Creek Unified School District #95 (“the Company”) and at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (private or public), information service bureau, employer, or insurance company to furnish any and all background information requested by [Universal Background Screening, Inc.](#), PO Box 5920, Scottsdale, AZ 85261, 1-877-263-8033, AND/OR The Company itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.



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Signature

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Date

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Full Name

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Social Security Number (SSN)

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Driver's License Number

---

Date of Birth

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Current Address

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City, State, ZIP