



# *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 you are wanting to become a volunteer, please complete a Volunteer Application and take a state issued photo ID to the school site. This is not required for parents volunteering in their own child's classroom.
2. 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.
3. The site will keep the Volunteer Application. They will scan and email a copy of the application to HR. HR will then contact you and set up a time for you to come in and fill out a background investigation as well as be fingerprinted, at no charge. **NOTE:** AZ fingerprint cards will not be accepted. Please do not go to the District Office, HR will contact you to set up an appointment.
4. The site will be notified when the background investigation has cleared. Volunteers are not permitted to begin volunteer services until cleared by Human Resources.
5. All volunteers must sign in at the site office each day, and will be given a temporary volunteer/visitor badge. The District does not issue identification badges to volunteers.
6. If you are under the age of 18, fingerprints/background checks will not be processed. If you turn 18 while volunteering, the site must contact the District Office to schedule a time for you to come in to have fingerprints taken and a background investigation processed.

### **Points to remember:**

- It is the site's responsibility to keep a file and contact information for each volunteer serving on that site.
- 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 have approved background clearance.

Rev. 06/21/16

*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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Street/P.O. Box Phone and email

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City State Zip

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School Site 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."

Employer Use Only – Start Date: \_\_\_\_\_