



## Riverside Elementary School District No. 2

1414 S. 51st Avenue  
Phoenix, Arizona 85043  
www.resdonline.org

### Volunteer Program Procedures

Please complete each step in sequence:

**Step 1:** The Volunteer must complete the online Volunteer Application to begin the process of requesting to volunteer. Applications are only available online. **No applications are available in Spanish.**

**Step 2:** The Principal or designee will schedule the Volunteer for an interview to meet with the Principal to review the online application and discuss their interest in volunteering at the school site.

**Step 3:** During the interview, the Volunteer will be provided with the following copies and will be asked to review them prior to the interview.

- a) Volunteer FAQs
- b) Volunteer Policy IJOC
- c) Family Educational Rights and Privacy Act (FERPA)

**Step 4:** If the Principal decides to accept the Volunteer, the Principal or designee will notify H.R. via email by sending the following signed/completed forms to the HR Department:

- a) a signed Volunteer Agreement (Both the Principal and Volunteer must sign.)
- b) a signed Volunteer Confidentiality Agreement
- c) a completed Volunteer Emergency Information form
- d) a completed Background Screening form (two sided)

**Note:** Please be sure to give the volunteer a "Summary of Rights" handout when giving the Volunteer a Background Screening form to complete.

**Step 5:** If the Principal decides not to accept the Volunteer, the Principal will contact the HR Department so HR can send the Volunteer applicant a denial letter.

**Step 6:** The approved Volunteer will be asked to contact the HR Department (602-477-8919) to make an appointment to be fingerprinted. Any cost will be incurred by the district.

**Step 7:** If the Background Screening results are favorable, H.R. will notify the Principal/designee of the applicant's clearance to begin to volunteer at the school.

**Step 8:** Once given the green light by H.R., the Principal or designee will contact the Volunteer to make arrangements for them to report to the campus.