

## Volunteers, Volunteer Coaches

Head coaches are responsible for the selection of their coaching staff. If you wish to become a volunteer coach, please contact the head coach to express your interest in volunteering. All school volunteers must be fingerprinted; there is no cost to the volunteer for fingerprints. Volunteers and volunteer coaches may not begin to volunteer until all paperwork has been completed and the fingerprint report (from DPS) is received and cleared. Please keep in mind that fingerprint reports take up to 4 weeks for processing. Please plan accordingly if you wish to volunteer for our district. Human Resources will notify the volunteer coach and site administrator when services may begin for the volunteer.

Volunteers and volunteer coaches must re-apply and be fingerprinted each school year in order to continue their volunteer services. If you have any questions about becoming a school volunteer, please contact Human Resources at 623-478-4116.

Volunteer applications must include the following items:

- Recommendation letter from school principal or head coach (for sports)
- (3) letters of reference
- Copy of valid CPR card - (for sports)
- Copy of fingerprint clearance card (front and back side)

Applications can be delivered, mailed, or faxed to the district office at:

Tolleson Union High School District  
Human Resources  
9801 West Van Buren  
Tolleson, Arizona 85353