

# *Queen Creek School District No.95*

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

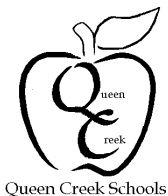
## **Procedures for School Site Volunteers**

**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 (this is not required for parents volunteering in their own child's classroom).
2. The site will keep the Volunteer Application and notify the District Office prior to sending the volunteer to District Office. A background investigation will be processed on the volunteer.\* If a volunteer does not have an Arizona Fingerprint Clearance Card, the District will also process fingerprints.  
**Note:** Please be sure to notify the District Receptionist and Human Resources staff via email of the Volunteer's name prior to them coming to D.O.
3. The site will be notified when the background investigation has cleared. Volunteers are not permitted to begin volunteer services until cleared by Human Resources.
4. All volunteers must sign in each day and be given a temporary volunteer/visitor badge. The District does not issue identification badges to volunteers.
5. 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:**

- It is the site's responsibility to keep a file and contact information on volunteers serving on that site.
- A fingerprint card and background investigation are not required if a parent is volunteering in his/her own child's classroom.
- 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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## **VOLUNTEER APPLICATION**

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Name (Last, First, Middle)

Date of Birth

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Street/P.O. Box

Phone

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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: \_\_\_\_\_

*Where Learning is Our Number One Priority!*