

Coordinated School Health Department

Volunteer Programs & Special Project Unit - December 2019

Volunteer/Visitor Stickers or Badges must be worn at all times. Staff are trained to ask anyone on campus without a visitor's sticker, volunteer sticker, or badge to report to the administrative office.		Required Background Clearance, Current Cost and ID	Supervised by APS Employee	Unsupervised
<p>Visitors - Not Volunteers or Field Trip Chaperones but family and community members</p>	<ul style="list-style-type: none"> • Guests visiting schools infrequently, one-time events to observe or participate. • Examples: Attending school performances/presentations; walking child to class; eating lunch with their child; attending a meeting with school staff; dropping off items for student/staff; vendors making deliveries. • Visitors must sign in and out at the front desk and receive a visitor's sticker. 	<ul style="list-style-type: none"> • No background clearance required • No cost • Receive a visitor sticker at front office 	<p>Yes (Always in line of sight by APS employee)</p>	<p>No, never to be left alone at the school/activity (with or without students)</p>

School Volunteers	Supervised Access	<ul style="list-style-type: none"> • Volunteers are primarily non-APS personnel who enter schools (and other district facilities) consistently the school/district's educational priorities and mission. • Volunteers must ALWAYS be within line of sight of a paid APS employee (not including APS Food Services Staff) while volunteering (including during field trips), • Supervised Volunteers must sign in and out at the front desk and receive a volunteer/visitor sticker. • Supervised Volunteers are never issued, or able to use volunteer or non-APS badges 	<ul style="list-style-type: none"> • Online background clearance • \$12.00 • Receive a volunteer/visitor sticker at front office. 	YES (always in line of sight by APS employee)	No, never to be left alone at the school/activity (with or without students)
	Unsupervised Access	<ul style="list-style-type: none"> • Volunteers with unsupervised access to students and/or who may conduct functions that lead them to have unsupervised access to students at any time for any length of time. • Anyone volunteering for an Out of School (before or after school) club or program (including APS Employees). 	<ul style="list-style-type: none"> • Full FBI Fingerprint background clearance required • \$44.00 • Issued a district badge by APS Police. • Must have principal approval form 	No Although, general supervision is recommended. (These volunteers cannot Supervise other volunteers).	YES, OK to leave alone with or without students.

Field Trip Chaperones	Supervised Access	<ul style="list-style-type: none"> Supervised Field Trip Chaperones fall under the same guidelines for Supervised Volunteers (see above). Must be 21 years old or older Full attention/help is required, therefore, cannot bring other children on field trip. Must have a volunteer clearance even if they drive themselves to the field trip. 	<ul style="list-style-type: none"> Online background clearance. \$12.00 Receive a volunteer/visitor sticker at front office. 	YES (always in line of sight by APS employee)	No, never to be left alone at the school/activity (with or without students)
	Unsupervised Access	<ul style="list-style-type: none"> Unsupervised Field Trip Chaperones fall under the same guidelines for Unsupervised Volunteers (see above). 	<ul style="list-style-type: none"> Full FBI Fingerprint background clearance required \$44.00 Issued a district badge by APS Police. Must have Principal approval form. 	No OK to leave alone with or without students. (These volunteers cannot supervise other volunteers).	YES, OK to leave alone with or without students.
District Volunteers	District Students who Volunteer	<ul style="list-style-type: none"> Any APS student over the age of 13 who volunteers in any school or program must meet all criteria for volunteering including all volunteer screening requirements for either supervised or unsupervised. Students under the age of 18 must have their parent or legal guardian's permission to obtain a volunteer clearance or 			

		<p>FBI fingerprint background clearance.</p> <ul style="list-style-type: none"> • Unsupervised Volunteers under the age of 18 must have a parent or legal guardian present at the fingerprinting appointment to grant their permission. 			
	<p>District Staff who Volunteer</p>	<ul style="list-style-type: none"> • District staff who wish to volunteer at a school (other than the school where they are employed) or another program/location shall obtain a volunteer clearance before volunteering. • This includes volunteering to chaperone a field trip. • District staff do not have to pay for their online volunteer clearance (during the school day). They must log into Winocular using their APS credentials and initiate a new application for volunteer clearance. When they get to the payment area they click the area indicating they are an APS employee and enter their APS employee number. • Any district staff who volunteers for an afterschool program must obtain a separate FBI fingerprint background check. They must 			

	<p>pay for this separate FBI Fingerprint background check; the district does not pay for FBI Fingerprint background checks for volunteers, including employees.</p> <ul style="list-style-type: none">• District staff who wish to volunteer shall request personal or annual leave and obtain their supervisor's permission before volunteering, except district staff volunteer's participation in the APS CARES program.• District staff who are exempt and who are not assigned to report to a school location(s) shall be eligible to participate in the APS CARES program.• APS CARES program shall provide volunteer services to school sites for specific school programs/activities that are pre-approved by the district.			
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