



FAQ for AR 1240
Volunteer Assistance

Volunteer- Adult who works with students in an unsupervised setting or chaperoning overnight field trips. Volunteers usually have a schedule, specific assignments, and qualify as mandated reporters if they spend four or more hours a week with students.

Visitor- Adults who are guests, or work with students, while supervised by MSBSD staff, on or off the school campus for a variety of reasons. This could include helping with teacher preparation, tutoring students, or chaperoning day field trips. They typically do not have a regular schedule or regular responsibilities. They may often volunteer, but are not considered “volunteers” for the purpose of this AR.

Q: Are there two types of volunteers?

A: There are not two types of volunteers. For the purpose of AR 1240, visitors may volunteer their services and time to assist the school, but don't meet the definition of “volunteer”, thus don't need to have a more thorough vetting. It comes down to supervising students without the presence of a District employee.

Q: Do **ALL** volunteers need to complete the application, submit an interested person report, and be checked against the Sex Offender Registry?

A: Yes, since volunteers are adults who chaperone overnight field trips or work with students without the direct supervision of a staff member they need to complete the paperwork and submit an interested person report. A visitor does not need the documentation.

Q: Do elementary field trip volunteers need all three (an app, sex offender registry check, AND an interested person report) to participate in field trips during the school day (not overnight trips)?

A: No, as long as they are under the supervision of a staff member. Chaperones are technically visitors under this AR.

Q: Do adults in the building who are not staff members but who are helping a teacher prep materials need to provide any documentation?

A: No, visitors who are helping a teacher or the administration do not need documentation, as they are not volunteers under the definition in this AR.

Q: Do substitutes or District employees who are also volunteers need to complete the application, interested person report, and be checked against the Sex Offender Registry?

A: No, they have already completed an application and had a background check as terms for their employment with MSBSD.