

2024-25 TCUSD VOLUNTEER LEVELS AND REQUIREMENTS

Levels will be determined by the site

Levels	Volunteers	Duties (Examples)	Registration Procedure and Clearance Requirement
I	<p>Classroom/Site Visitor</p> <ul style="list-style-type: none"> • Clerical (Not working with students) • <i>Non-Instructional</i> • Under direct supervision of certificated personnel at all times 	<p>Student observers, Science Fair, Book Fair, Picture Day, Community Garden Project, Bulletin boards, copies, facilities upgrades (refer to AR 1240), high school student volunteers, parent observation, one day field trips where the entire class stays with the teacher, dance chaperones, job shadowing, district and etc.</p>	<ul style="list-style-type: none"> • Complete Raptor Clearance • Complete Volunteer Interest Form (Site generated)
II	<p>Classroom Volunteer</p> <ul style="list-style-type: none"> • Prolonged and/or frequent contact with students • Instructional 	<p>Room parents and classroom helpers assisting with small groups, reading with students, art projects, and other instructional related activities. Volunteers attending multiple field trips throughout the year.</p>	<ul style="list-style-type: none"> • Complete Volunteer Application Packet, (which includes Volunteer Application Form, Criminal History Declaration Form, and Expectation and Requirement Form) • TB Clearance • Raptor Clearance • Orientation with Community Liaison for demonstration of basic skills
III	<p>Fingerprinted Volunteer</p> <ul style="list-style-type: none"> • Prolonged and/or frequent contact with students • volunteers who may not always be in the presence of certificated personnel 	<p>Student teachers, Volunteer Coach for scholastic or interscholastic programs, VAPA industry experts, field trips where students maybe in small groups with a parent, overnight field trips, extra curricular activities sponsored by a booster or PTA, volunteers who may not always be in the presence of certificated personnel</p>	<ul style="list-style-type: none"> • TB Clearance on file at the site • Email completed Application Packet to personnel-all@tcusd.net (which includes Volunteer Application Form, Criminal History Declaration Form, and Expectation and Requirement Form.) • If driving students: copy of Driver's License and car insurance • Mandated Reporter training through HR • DOJ and FBI fingerprinting for background check through HR