

Volunteer FAQ

What is Category 1?

Category 1 Volunteers are defined as someone who:

- Assists in activities under DIRECT supervision of a District certificated employee less than four (4) times per year or sixteen (16) total hours per year

What do I need to become a Category 1 volunteer?

Category 1 Volunteers must:

Step 1) Have a TB Test completed within 60 days of submission to the District,

Step 2) Complete the online Volunteer Application

Step 3) Wait for 2- 3 weeks for approval

What is Category 2?

Category 2 Volunteers are defined as someone who:

- Assists in the classroom or other school activities more than four (4) times per year or sixteen (16) total hours per year
- Has direct contact with students and may be the sole adult with student(s) on a school field trip
- Has direct contact with students and may be the sole adult with student(s) in the classroom or other school-related activities on or off school grounds
- Serves as an overnight chaperone
- Volunteer coaches, regardless of number of hours served

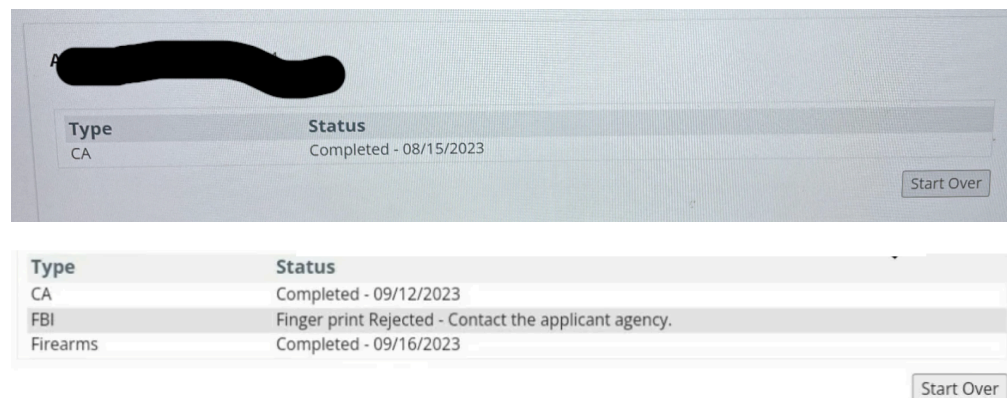
What do I need to become a Category 2 volunteer?

Category 2 Volunteers must:

Step 1) If you are applying to be a Category 2 Volunteer, schedule a Live Scan Fingerprinting appointment for DOJ criminal background clearance. You must obtain an FCUSD issued Live Scan form from the school site. This is REQUIRED regardless whether you have had a Livescan done for another district. This cost is not covered by the District. If you have previously had fingerprints processed for FCUSD, you DO NOT need to process them again unless stated otherwise.

[Click here for a list of Live Scan locations.](#) **The Live Scan center provides an ATI (Applicant Tracking Identifier) number when you**

complete the fingerprinting process for background checks. This number helps track your application, so please ask the volunteers to keep it safe. Once fingerprinting is done, You can check the status by providing your ATI number and Date of Birth [here](#), or you can call the DOJ center and ask for updates. It will show a status like the image below.



There will be two different statuses provided on this page, it will either say “In Progress” or “Completed – Date”. Once you see the “Completed – Date”, that means you can contact your requesting agency, as they have received the Live Scan results for your application. If the status remains on “In Progress”, this means the DOJ is still processing your background check, and you have to wait.

If you type in your ATI number and DOB and no results are provided, this means your Live Scan service provider did not successfully transmit your Live Scan. You will need to contact them to ensure they have transmitted the Live Scan and have received a “Completed” status on their Live Scan device.

- Step 2) *Have a TB Test or risk assessment completed within 60 days of submission to the District*

- Step 3) *Complete the online Volunteer Application*

- Step 4) *Wait 2- 3 weeks for approval*

What should I do if I want to apply to more than one school?

- If you are approved at one school and want to volunteer at another school site, please ask the respective school's Parent Coordinator for the Conversion Form to add more than one school. You will be allowed to become an active volunteer only if your child is a student at that site. Please wait 1-2 weeks to become active on the RAPTOR system.

How will I know the status of my application?

- You will receive an email regarding submission, approval, or denial. Additionally, please wait three weeks for processing time before asking for updates. Any communication regarding updates will be sent to the Parent Coordinator or school site representative.

How can I transition from Category 1 to Category 2 Volunteer?

- If you are approved as a Category 1 volunteer and want to become a Category 2 volunteer, you must complete a Live Scan fingerprint clearance. Please obtain a Live Scan form from the school and schedule a Live Scan fingerprinting appointment for DOJ criminal background clearance. Obtain your ATI number from the Livescan center and keep it safe. Check the status of your DOJ application using the ATI number on your receipt by visiting the DOJ website [here](#). It will ask you for your ATI number and Date of Birth, or you can call the DOJ center and ask for updates. Once you confirm that it has been sent to the FCUSD organization, you can proceed to the next step.

What is the process for Current FCUSD employees?

- The Parent Coordinator or designated school site representative at the school administration office will assist you with this process. Please contact the school for more information.

Why am I not showing as active in the RAPTOR system?

- It typically takes a minimum of three weeks to process the application, though this timeline may vary. Therefore, please plan to apply at least a month before volunteering. There is no way to expedite this process, as FCUSD must adhere to the rules set by the FCUSD Board Policy 1240 and Administration Regulation AR 1240.

Important Notes:

- Please ask your child's classroom teacher(s) about the upcoming field trips and plan to submit your application a month in advance of any event.

Thank you for your support and cooperation

(System Revised Oct 2024)