



NOTE: Volunteer clearance is valid for the current school year **ONLY**.
Returning volunteers must re-register each school year.

2024-25 VOLUNTEER CLEARANCE REQUIREMENTS

NO REQUIREMENTS Spectator / Participant

- Attends a musical, drama, athletic, or academic event or assembly as a member of the audience
- Attends school events at which parents are expected to supervise their own children
- Visits the Main Office for business purposes
- Attends Back To School Night, Open House, or other parent-teacher conference

TIER I One-Time Visitor

One-Time Guest Speaker, College Advisor, or Career Consultant

- Sign In/Out at the Main Office
- Follow any site-specific requirements & procedures

TIER II Single-Day Excursions

Chaperone and/or Driver for single-day field trips, athletic contests, dances, or co-curricular events.

- Follow any site-specific requirements & procedures
- Livescan Fingerprinting
- TB Clearance
- Driver License & Proof of Insurance (if driving students)

TIER III Ongoing Volunteer

Ongoing volunteer under the direct supervision of a teacher or other credentialed staff member **at all times**.

EXAMPLES:

Returning Speakers, Extracurricular Volunteers that are never left alone with students

- Sign In/Out at the Main Office
- Follow any site-specific requirements & procedures
- Livescan Fingerprinting
- TB Clearance
- ASCC Waiver
- Volunteer Clearance Packet
- Online Training via Target Solutions:
 - Mandated Reporter Training (1hr)
 - Student/Staff Boundaries (45mins)
- Driver License & Proof of Insurance (if driving students)

TIER IV Ongoing, Limited Supervision

Ongoing volunteer primarily supervised by a teacher, but may have periods of **working alone with students**.

EXAMPLES:

Classroom Assistants, Club Advisors/Mentors, Overnight/Extended Field Trip Chaperones

- Sign In/Out at the Main Office
- Follow any site-specific requirements & procedures
- Livescan Fingerprinting
- TB Clearance
- ASCC (Activity Supervisor Clearance Certificate)
- Volunteer Clearance Packet
- Online Training via Target Solutions:
 - Mandated Reporter Training (1hr)
 - Student/Staff Boundaries (45mins)
- Driver License & Proof of Insurance (if driving students)

If you have any questions, please contact the Human Resources Department at
hrvolunteer@smuhd.org **(650) 558-2299**



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2024-25 VOLUNTEER CLEARANCE PROCEDURE

STEP 1 - New Volunteer Registers via the [Google Form](#)

New Volunteers may register for clearance via the google form linked below. District Staff may also complete this form on behalf of their volunteers.

[2024-25 SMUHSD Volunteer Clearance Request Form](#)

Volunteers/Staff must know the following information to complete the form:

- Volunteer's Full Name & contact email
- School Site & Activity/Club
- Staff Supervisor
- Volunteer Tier Level
- Will the volunteer be driving students?

STEP 2 - HR works with New Volunteer on Clearance

Within 24-48 hours, HR will reach out to the volunteer directly with the appropriate clearance information and update the 2024-25 SMUHSD Volunteer Clearance spreadsheet as the volunteer completes their clearance items. Admin are encouraged to refer to the spreadsheet for up-to-date information on all of their site's volunteers.

STEP 3 - HR Clears Volunteer, Notifies Site, and Distributes ID Badge

Once the new volunteer has completed all clearance items, HR will notify the Site Admin Assistant and the volunteer's direct supervisor, and list the new volunteer on the Personnel Actions for the next Board Meeting. A district ID badge will be sent to the Site Admin Assistant via pony mail for the volunteer to pick up from the Main Office.

NOTE: Volunteers **MUST** check into the Main Office every time they arrive to campus.

Admin Assistants can verify volunteer clearance by checking their badge or referring to the Volunteer Clearance spreadsheet. If a volunteer shows as **Not Cleared**, they are NOT allowed on campus.

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