



## Volunteer Opportunities in Scottsdale Unified School District

Scottsdale Unified School District is appreciative of the volunteers that serve our schools and communities. Volunteering is rewarding for everyone, whether they participate in the school office, classroom, playground, or on a field trip. Volunteers enrich the educational experience for all SUSD students. Please see below for the requirements, application, and approval process.

**Not every visitor to a school is a volunteer. A visitor is an individual who attends a school on occasion and for small increments of time. Reasons an individual may visit a campus include but are not limited to assemblies, promotions, student conferences, meetings, or to attend a class party. All visitors must sign in and out at the front office using the Raptor system and must always wear a visitor sticker or badge.**

### Site Volunteer

#### DAYTIME

***Parents and Legal Guardians volunteering at the school site during school office hours-*** Site daytime volunteers may volunteer in the classroom, library, cafeteria, or other school facilities and will remain in sight of a certified staff member during the school day. This level of clearance may also include after-hours events in which students are in attendance with their parents and volunteers are used to set up and run the event. For this purpose, a parent or legal guardian must have a student at the school where he/she wishes to volunteer. Volunteers must:

- Have site request or approval to volunteer in an area of the school during the school day.
- Complete the Volunteer Application through RAPTOR, located on the SUSD website.
  - [sUSD.org>departments>Human resources>volunteers and chaperones](http://sUSD.org/departments/Human%20resources/volunteers%20and%20chaperones)
- Sign in through the Raptor system in the school front office and wear the volunteer sticker provided at all times.

#### BEFORE/AFTER HOURS

***Parents and Legal Guardians volunteering at the school site before or after school office hours (high school only)-*** Site before and/or after hour volunteers must have arrangements with the site and includes any time where you are unable to sign in at the front office. Site volunteers must be in sight of a certified staff member during the duration of their time volunteering. For this purpose, a parent or legal guardian must have a student at the school where he/she wishes to volunteer. Volunteers must:

- Complete the Volunteer Application through RAPTOR, located on the SUSD website.
  - [sUSD.org>departments>Human resources>volunteers and chaperones](http://sUSD.org/departments/Human%20resources/volunteers%20and%20chaperones)
- Contact the school to approve the request to volunteer in an area of the school during the school day and school completes the volunteer request form.

- Pass a background investigation and fingerprint check.
- Sign in through the Raptor system and wear the volunteer badge or sticker provided at all times. If The office is closed during your scheduled volunteer hours and you are unable to sign in through RAPTOR, you must check in with a certified staff member who will provide you a badge or sticker.

***Non-Parent and Non-Legal Guardians Volunteering at the school site-*** Non-parents and non-legal guardians may volunteer in the library, cafeteria, or classroom, and will remain in site of a certified staff member. Non-Parents and non-Legal Guardians Volunteering at the school site must:

- Complete the Volunteer Application through RAPTOR, located on the SUSD website.
  - o [sUSD.org>departments>Human resources>volunteers and chaperones](https://sUSD.org/departments/Human%20resources/volunteers%20and%20chaperones)
- Contact the school to approve the request to volunteer in an area of the school during the school day and school completes the volunteer request form.
- Pass a background investigation and fingerprint check.
- Sign in through the Raptor system in the school front office and wear the volunteer badge or sticker provided at all times.

## Field Trip Chaperones

School chaperones must be a parent, stepparent, legal guardian, or grandparent who has a student at the school where he/she wishes to chaperone. Chaperones will provide supervision to students on a field trip and must:

- Be selected by the school to chaperone a field trip and school must complete a volunteer request form.
- Complete the Volunteer Application through RAPTOR, located on the SUSD website.
  - o [sUSD.org>departments>Human resources>volunteers and chaperones](https://sUSD.org/departments/Human%20resources/volunteers%20and%20chaperones)
- Pass a background investigation (parent, stepparent, legal guardian, or grandparent)
- Pass a fingerprint check (all overnight chaperones and non-parent/legal guardian day trips)
- Sign in through the Raptor system in the school front office and wear the volunteer badge or sticker provided at all times.

## Volunteer Coaches

All volunteer coaches are required to be cleared through human resources and may not volunteer until he/she has been issued a volunteer badge by the human resources department. A badge will not be issued until all requirements are complete.

- Be selected by the school to be a volunteer coach and school must complete a volunteer request form.
- Complete the Volunteer Application through RAPTOR, located on the SUSD website.
  - o [sUSD.org>departments>Human resources>coaches and volunteer coaches](https://sUSD.org/departments/Human%20resources/coaches%20and%20volunteer%20coaches)
- Pass a background investigation and fingerprint check.

- Complete all required certifications per the coaching requirements.
- Obtain a volunteer coach badge from the human resources department.

## Additional Information and Frequently Asked Questions

### **What is the difference between a visitor and a volunteer?**

Not every visitor to a school is a volunteer. A visitor is an individual who attends a school on occasion and for small increments of time. Reasons an individual may visit a campus include but are not limited to, a meeting with a staff member, to attend an event or meeting that the school is hosting, or to attend a class party. All visitors must sign in and out at the front office and must always wear a visitor sticker or badge.

A volunteer is an individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons without promise, expectation, or receipt of compensation for services rendered. A volunteer is typically on campus for a regularly scheduled period of time assisting with students in a classroom or a specific duty on campus. Examples of school volunteers include but are not limited to, assisting with a reading group each Monday, assisting in the front office once a week, or preparing activities for a teacher on a regular basis. Site volunteers must be cleared based on the volunteer clearance guidelines.

### **Who do I contact to check the status of my volunteer or chaperone request?**

**UPDATE HERE ONCE I GET GUIDANCE FROM RAPTOR....**The RAPTOR system maintains a list of all cleared chaperones and volunteers. You will be notified by the school Administrative Support when your background check and/or fingerprints have been cleared by Human Resources.

### **How long does it take to process my volunteer request?**

If fingerprinting is not a requirement of your volunteer request allow one to two weeks for processing.

Fingerprinting may take up to 12 weeks to process. If you plan to chaperone on a school field trip it is recommended that you fill out a volunteer application and begin the process at the beginning of the school year.

### **Fingerprints**

You may provide the Human Resources Department a copy of your IVP Fingerprint Card or complete a one-time fingerprint check. You may have your fingerprints done at the Education Center if you would like a one-time fingerprint completed for the purpose of volunteering with SUSD instead of purchasing an IVP card. Walk-ins are welcome on Wednesdays from 1:00PM to 3:30PM or Thursdays from 9:00AM to 12:00PM.

### **Additional Information**

Once you are cleared as a volunteer or chaperone your approval is valid for three (3) school years.

If you wish to become a volunteer coach, please complete the use the volunteer application and select "volunteer coach" from the drop down menu.

