

Am I a Visitor, Level 1 Volunteer, or Level 2 Volunteer

Visitors

- Attending a school day function, such as awards or a performance
- Eating lunch with your child

Volunteers, Level 1- Level 1 Volunteers are **ALWAYS UNDER DIRECT SUPERVISION** in the presence of a BCSD employee

- Completing tasks for teachers or staff, on or off-campus
- Helping with picture day
- Monitoring the cafeteria
- Helping with a class party
- Attending a PFA/PTO/SAC meeting
- Chaperoning a whole group field trip under Direct Supervision of employee (No small group split offs)
- Classroom helper – holiday activities, small groups, reading to students
- School Events: supervising student stations at Field Day, Special Olympics, Fun Runs, etc.
- Assisting with band/chorus/drama
- Serving, prepping, monitoring in the cafeteria
- Helping at the bookfair, organizing the school library/media center
- Monitoring School dance/festival/carnival, hallways (Watch Dogs)
- Organizing clothes closet/food pantry, holiday shop
- Club Sponsor, Odyssey of the Mind, Mentor, Tutor
- Early Childhood/HeadStart
- Office helper, PTA/PTO, SAC
- Concessions, Ticket Collection/Sales, Parking, etc. (With DIRECT supervision of students and cash handling.)

Volunteers, Level 2- Must have an approved volunteer application and **Level 2 background screening** completed since they **may not be under the immediate direct supervision of a BCSD employee.**

- **While some of the list below mirrors that of a Level 1 Volunteer, those performing the activities listed below without a BCSD employee's direct supervision are required to complete a Level 2 background check.**
- **When you come to the school to visit:**
 - **Present Level 2 Badge and check in through Centegix**
 - **Wear your issued Level 2 badge while on campus**
 - **Complete your volunteer duties**
 - **Check out at the front office**
- **IMPORTANT NOTE:** There are certain individuals who are classified as “exempt volunteers” because they have already undergone a Level 2 background screening. Exempt volunteers include: BCSD staff, law enforcement officers, college students screened through Bradford HR Pre-Employment Services, and any individual currently screened through the Agency for Health Care Administration (AHCA) Clearinghouse.

- Chaperoning a field trip with small groups separate from BCSD employee
- Chaperoning an overnight field trip
- Driving students in a vehicle without a BCSD employee
- Serving as a volunteer coach
- Classroom helper – holiday activities, small groups, reading to students
- Field trip chaperone or other school-sponsored off-campus activity supervising students
- Athletic coaching/assisting (even if unpaid)
- School Events: supervising student stations at Field Day, Special Olympics, Fun Runs, etc.
- Assisting with band/chorus/drama
- Monitoring School dance/festival/carnival, hallways (Watch Dogs)
- Organizing clothes closet/food pantry, holiday shop
- Club Sponsor, Odyssey of the Mind, Mentor, Tutor
- Early Childhood/HeadStart
- Office helper, PTA/PTO, SAC
- Concessions, Ticket Collection/Sales, Parking, etc. (WITHOUT direct supervision of students and cash handling.)

Required Fees:

Fingerprints are valid for 5 years

- **Visitors** = No Cost
- **Volunteer (Level 1)** = No Cost
- **Volunteer (Level 2)** = \$TBD (Approximate costs are \$60 state fee, \$10 photo fee, \$12 fingerprint fee (totaling \$82) for the required background checks via Field Print and AHCA online clearinghouse)