



Volunteer/Mentor Applications Guidelines

[Link to Volunteer Application](#)

Supervised Volunteers

- Supervised volunteers always serve in settings where school staff are present to oversee activities. Examples include field trip chaperones, room parents, school store helpers, ice cream sales, and media center support.
- Supervised volunteers are required to complete Pages 1 and 2 of the Volunteer/Mentor Application. Completion of the Criminal History Record Inquiry is not required for these roles. The completed application will be kept on file at the school.
- Schools should conduct a Volunteer Training at the school level to set expectations and provide guidance to supervised volunteers. Please provide a method for volunteers to sign off, confirming their attendance at the training.

Unsupervised Volunteers

- Unsupervised volunteers serve in unsupervised settings, such as a field trip chaperone assigned to overnight lodging with students.
- Unsupervised volunteers must complete the Volunteer/Mentor Application AND the consent to Criminal History Record Inquiry.
- Principal must approve and sign Volunteer/Mentor Application for processing by HR.
- Volunteer/Mentor Applications must be received by Human Resources (HR) 10 days prior to the scheduled beginning of the volunteer/mentor activities.
- Schools should conduct a Volunteer Training at the school level to set expectations and provide guidance to unsupervised volunteers. Please provide a method for volunteers to sign off, confirming their attendance at the training.

Mentors Only

- In addition to the Unsupervised Volunteer requirements, Mentors, upon approval, will receive a Fingerprint Authorization Form from HR to complete the fingerprinting process with the CCSD Police Department.
- Mentors, upon approval of the Volunteer/Mentor Application and Consent to Criminal History Record Inquiry, will have their name added to the Approved Volunteer List.