



VOLUNTEER CLEARANCE PROCEDURE

STEP 1 - New & Returning Volunteers Register via the Volunteer Portal

New & Returning Volunteers must register for clearance via the volunteer portal linked below. Volunteer clearance is *valid for the current school year only*. Returning volunteers must re-register each school year.

[SMUHSD Volunteer Portal](#)

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

- Volunteer's Full Legal Name & Contact Email
- School Site & Activity/Club
- Student's Name
- Staff Supervisor
- Volunteer Tier Level
- Will the volunteer be driving students?

STEP 2 - Volunteer Clearance Requirements

Once volunteers sign up, they will automatically receive the clearance requirements based on the tier they selected. After all required items have been completed and submitted, their clearance status will automatically update on the website. If an incorrect tier was selected, HR will review the submission and make any necessary adjustments to the volunteer's clearance level.

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. HR will also 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 portal. If a volunteer shows as **Not Cleared**, they are **NOT** allowed on campus.

If you have any questions, please contact the Human Resources Department at



hrvolunteer@smuhsd.org



(650) 558-2299



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 Only

One-Time Speaker, College Advisor, or Career Consultant

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

TIER II Single-Day Excursion

Chaperone and/or driver for a single non-athletic field trip, as well as individuals serving solely as drivers for athletic events.

- Follow any site-specific requirements & procedures
- Livescan Fingerprinting
- TB Clearance
- Driver License & Proof of Insurance (if driving students)
- Online Training via Target Solutions:
Mandated Reporter Training (1hr)
Student/Staff Boundaries (45mins)

TIER III Ongoing Volunteer

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

EXAMPLES:

Chaperone for more than one activities, field trips or events.

- Obtain approval from site Principal
- Sign In/Out at the Main Office
- Follow any site-specific requirements & procedures
- Livescan Fingerprinting
- TB Clearance
- ASCC (Activity Supervisor Clearance Certificate) 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

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

If you have any questions, please contact the Human Resources Department at



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VOLUNTEER CLEARANCE FAQ'S

If I was cleared as a volunteer last school year, do I need to get cleared again?

Yes - Returning volunteers must register and obtain clearance each new school year. You must register for the new school year via the Volunteer Portal by clicking the link below:

[SMUHSD Volunteer Portal](#)

I am a returning volunteer - Do I need to redo my livescan fingerprinting, TB, etc.?

Clearance requirements have different renewal periods. Please refer to the chart below to determine how often each requirement must be renewed.

Livescan Fingerprinting	One Time (Does not require renewal)
Volunteer Packet	One Time (Does not require renewal)
ASCC – Certificate (Tier IV)	Every 5 years
ASCC – Waiver (Tier III)	Annually every new school year
TB Risk Assessment	Every 4 years
TB Skin/Blood Test	Every 4 years
TB X-Ray	One Time (Does not require renewal)
CA Mandated School Trainings	Annually every new school year
SB 848 Pupil Safety	One Time (Does not require renewal)

I registered as a volunteer last year, but did not complete the clearance process. Does any progress made still count towards volunteer clearance for this new school year?

Yes, any clearance items submitted from previous years will count towards your clearance progress for the current school year, regardless of if you obtained full HR clearance.

How do I know which Volunteer Tier applies to me?

Please review the Volunteer Clearance Requirements flyer for descriptions and examples of each tier level. If you are still unsure of your tier, please consult with your staff supervisor to make the best determination based on your expected duties as a volunteer.