



Updated Volunteer Requirements for Drew Charter School Families

At Drew Charter School, we are committed to making it easier for families to become involved in our school community while continuing to maintain a safe environment for our students. Beginning this school year, we have streamlined our volunteer process for many school-based opportunities while maintaining appropriate safety procedures for all volunteers.

Requirements for All Volunteers

Before participating in any volunteer opportunity, **all Level 2 and Level 3 volunteers**—including those who already have an active Level 2 or Level 3 clearance for the current school year—must:

- **Sign up for the volunteer opportunity using the school's designated volunteer registration process** (teacher, grade level, academy, or school-sponsored volunteer sign-up).
- **Complete the required Volunteer Pre-Registration Google Form at least one (1) week (7 business days) prior to their scheduled volunteer date.** This pre-registration serves as the official volunteer check-in roster for the school's front office.
- Complete the self-guided Volunteer Safety Expectations training and submit the accompanying completion survey prior to volunteering.
- Present a valid government-issued driver's license or other approved photo identification upon arrival and allow it to be scanned through the school's visitor management system before receiving a visitor badge.

Important: Receiving Level 2 or Level 3 volunteer clearance does **not** automatically register a volunteer for school events or activities. **All volunteers, including those with current clearances, must sign up for each volunteer opportunity and complete the Volunteer Pre-Registration Google Form for every event or activity they wish to attend.**

Important: Only volunteers who have completed the required volunteer registration process, submitted the Volunteer Pre-Registration Google Form, and appear on the official volunteer roster will be permitted to check in for their scheduled volunteer assignment. Volunteers who are not on the roster may be asked to select an alternative date to serve.

Level 2 Volunteers (Classroom & On-Campus Events)

Parents and family members who wish to volunteer in classrooms, assist with grade-level activities, or participate in other on-campus events will no longer be required to complete a volunteer application or submit a copy of their driver's license in advance.

To serve as a Level 2 volunteer, individuals must:

- Sign up for volunteer opportunities using any procedures established by the teacher, grade level, academy, or school.
- Complete all requirements listed under **Requirements for All Volunteers**.

Level 2 volunteers must remain under the direct supervision of Drew Charter School staff throughout their volunteer experience.

Level 3 Volunteers (Off-Campus & Unsupervised Activities)

Parents and family members who wish to volunteer in roles that involve working with students off campus or without the direct supervision of Drew Charter School staff must continue to obtain Level 3 Volunteer Clearance.

Examples include:

- Field trip chaperones
- Afterschool programs
- Activities where volunteers are responsible for supervising students without Drew staff present
- Other designated Level 3 volunteer opportunities

To receive Level 3 clearance, volunteers must:

- Complete the Level 3 Volunteer Application.
- Complete the required fingerprint-based background check.
- Complete all requirements listed under **Requirements for All Volunteers**.

Volunteers may choose to:

- Schedule an appointment to complete fingerprinting at Drew Charter School using the provided appointment link; or
- Complete fingerprinting through another licensed fingerprinting agency using a Drew Charter School-approved voucher, when available.

Voucher Policy—please note, vouchers will NOT be available until Oct 1, 2026

Volunteers who request a Drew Charter School voucher to complete fingerprinting through an outside licensed fingerprinting agency and fail to attend their scheduled fingerprinting appointment will no longer be eligible to use a voucher for that volunteer clearance cycle. Because Drew Charter School is charged at the time the appointment is made with the fingerprinting vendor, those volunteers will be required to reschedule their fingerprinting appointment at Drew Charter School and submit a **\$48 payment by check or money order** to cover the cost of the new fingerprinting appointment.

Whether fingerprinting is completed at Drew Charter School or through another licensed agency, volunteers will be notified once their background check has been reviewed and their Level 3 clearance status has been determined.

Important: Receiving Level 3 clearance alone does not authorize participation in volunteer activities. Volunteers must also sign up for each specific volunteer opportunity, complete the required Volunteer Pre-Registration Google Form for that event, and complete the Volunteer Safety Expectations training before participating.

Important Timeline

Because fingerprint-based background checks require processing time, families seeking Level 3 clearance should begin the process **at least two (2) weeks (14 business days)** before the scheduled volunteer activity.

In addition:

- **All volunteers—including those with current Level 2 or Level 3 clearance—must sign up for each volunteer opportunity and complete the Volunteer Pre-Registration Google Form at least one (1) week (7 business days) before their scheduled volunteer date.**
 - All volunteers must complete the self-guided Volunteer Safety Expectations training and submit the required completion survey before their first volunteer assignment.
 - Volunteers who do not complete the required application, fingerprinting (when applicable), volunteer registration, pre-registration, or safety training by the established deadlines may not be permitted to participate in the scheduled volunteer activity.
-

We appreciate the continued partnership of our families and look forward to welcoming more volunteers into our schools. These updated procedures reduce barriers to volunteering while ensuring that appropriate safety measures, volunteer preparedness, and efficient check-in procedures remain in place for all school-sponsored activities. By registering for each volunteer opportunity, families also help us maintain accurate volunteer rosters, prepare for events, and ensure the safety and security of all Drew scholars.