



QUICK REFERENCE GUIDE

VOLUNTEERS

We want to ensure that family participation is as welcoming and accessible as possible while also keeping everyone safe.

There are 2 types of volunteers. To decide what is needed, ask yourself this KEY QUESTION:

**DURING THIS ACTIVITY (OR EVENT),
WILL THIS ADULT HAVE SUPERVISION
RESPONSIBILITY FOR STUDENTS?**

Including supervising a child or group of children, taking students from the classroom, or being alone with students?

**IF THE ANSWER IS NO - THEY ARE A:
GUEST VOLUNTEER**

As a Guest Volunteers, the visitor will support an activity while a teacher or other staff member remains responsible for supervising students.

No clearances required

Examples:

- Classroom parties and celebrations
- Mystery Reader and similar staff-supervised activities



**IF THE ANSWER IS YES - THEY ARE A:
POSITION VOLUNTEER**

As a Position Volunteer, the visitors may be responsible for a student or group of students, including children other than their own.

Clearances required before participation

Examples:

- Field Trip Chaperone
- Coaches / Advisors

Spartan Tip:

Before an event, communicate to all volunteers and participants that they should be invited or approved, check in at the office with a valid photo ID, complete the RAPTOR screening process, and wear a visitor/volunteer badge while inside the school or on the trip.



More information at www.sdsg.org