Policy AG Implementation Volunteer EZ Guide

Category	Primary Distinction	Process
1) Supervised Visitor/Guest Speaker	One-time/occasional; continuously supervised	Upon arrival, front office provides School Community Partner and Volunteer Expectations one-pager Volunteer Signs in and signs acknowledgment log, uses Raptor and signs in
2) School Based-Volunteer	Recurring or direct student access	Volunteer completes Volunteer application, required AG training, Mandated Reporter Training Volunteer signs in and out and uses Raptor for each visit.
3) Community Partner	Serving through an external organization with approved MOU/contract and organizational protocols	Partnership organization completes Partner Training, submits organizational information, signs MOU, provides training to volunteers. Volunteer completes Volunteer application including required AG training, Mandated Reporter Training Volunteer signs in and out and uses Raptor for each visit. ***Volunteer Identification will be provided by Community Partner Organization***
4) Athletic Volunteer	Unpaid athletic coaching or support	HR and Athletics processing, **must sign in via Raptor and track hours with AD office**
5) Work-Based Learning	Student placement with a workplace mentor or student volunteer tutors/mentors	WBL agreement, site review, orientation, training, and monitoring **Consult Amber Roberts before service.**

PLEASE NOTE:

- If the assignment or level of supervision changes, the volunteer category must be reconsidered before the person assumes the new responsibilities.
- When the appropriate category is unclear, please pause the placement and consult Karen Waters or Daphne Keiser before the person begins serving.
- ALL volunteers must sign in and use Raptor.

FOR FIELD TRIPS:

- A parent or volunteer participating on a **one-time or occasional basis** who remains **continuously supervised** by an ACPS employee may follow the supervised-volunteer process, including the School Community Partner and Volunteer Expectations one-pager and acknowledgment log.
- A chaperone **who will independently supervise** an assigned student group **without an ACPS employee continuously present** must complete the full ACPS School-Based Volunteer Process: https://www.k12albemarle.org/for-community/volunteer
- **Regardless of category, every parent, chaperone, and volunteer must check in through Raptor at the school before departing for the field trip**

K. Waters, Office of Community Partnership, 10.28.2026