

## Agua Fria Union High School District 216 Volunteer Policies, Procedures and Application

The following are district guidelines mandated by District Administration and the Governing School Board.

### WHO CAN VOLUNTEER?

Everyone who cares about children and education is a potential volunteer. Prior teaching experience is not necessary to be a volunteer. Volunteers are parents, grandparents, community members, retirees and senior citizens.

Adult volunteers are very important. The Agua Fria Union High School District promotes and supports the help of all volunteers. A volunteer's job is varied and diverse. Volunteers can help in a number of areas such as tutoring and mentoring students, assisting faculty in the classroom, or with clerical duties in school offices and libraries. Volunteers can assist coaches with athletic programs. Volunteers are extremely important to the growth and expansion of activities and programs within the district. Adult volunteers are interested in the quality of education, growth and development of our students. Many are parent volunteers but an equal number are caring individuals who want to offer their time, skills and talents. **Education is "Job One."** Volunteers feel the same way we do about the quality of education that is being provided in our schools.

### WHAT KIND OF JOBS TO VOLUNTEERS DO?

Our schools offer a variety of volunteer opportunities. Some jobs provide the volunteer with a chance to work with students. There are also volunteer opportunities for those who prefer not to work directly with students. Volunteers are viewed as PARTNERS in the education team. They make possible the improved delivery of educational services for students.

Volunteers may select the jobs that interest them and note on the application how many hours and which days they are available to contribute. The time commitment is usually up to the individual, **but the District reserves the right to limit volunteer time.** Volunteers may choose to serve from time to time as a resource person.

**The following are samples of the jobs you may choose as a volunteer:**

#### 1. CLASSROOM INSTRUCTIONAL VOLUNTEER

With guidance from a teacher the volunteer may tutor and assist students who are having difficulties with the subject matter. A volunteer may also perform such tasks as putting up bulletin boards, correcting papers, preparing teaching aids and special learning materials. This service will provide the teacher with more time to plan and work with students.

#### 2. OFFICE CLERICAL ASSISTANCE/HEALTH CENTER VOLUNTEER/LIBRARY VOLUNTEER

Volunteers can help in school offices assisting the school secretaries. Volunteers may offer their services in the Health Center or school library.

### 3. *RESOURCE PERSON*

A volunteer can offer their services speaking to students on subjects for which they have knowledge.

### 4. *EXTRA-CURRICULAR ACTIVITIES VOLUNTEER*

Volunteers can help with sports activities, clubs or field trips. They may work on theater productions and art projects.

### ***PARENT VOLUNTEER***

1. Parent volunteers, who work directly with students, must complete the application process.
2. If a parent is volunteering for a **one-time** activity such as assisting a group or club to raise money at a game or school function, they are not required to complete an application. If they intend to volunteer for numerous activities, or **if they intend to travel on a field trip(s) they must complete the application process.**

### **FIELD TRIPS**

1. Parent volunteers are welcome to accompany students on field trips, (subject to approval by the school principal). They must have their photo I.D. at all times.
2. Parents may, if they have submitted the proper documents to the Human Resources Office, drive a district vehicle carrying equipment and supplies but **NEVER** students. If students are traveling in a district vehicle, a qualified district employee must drive them.
3. Parent volunteers will not be allowed to travel with students on field trips, or overnight trips unless they have completed the volunteer application, fingerprinting, photo I.D., and met with the school principal.

**A VOLUNTEER MAY NOT BEGIN TO VOLUNTEER PRIOR TO CLEARANCE OF THEIR FINGERPRINTS AND GOVERNING BOARD APPROVAL.**

### ***COMMUNITY VOLUNTEER***

The same rules apply to the community volunteer as to the parent volunteer. All community volunteers must complete the application process. All volunteers may not begin to volunteer until their fingerprints have cleared. The process takes about two to three weeks – sometimes longer dependent upon the volume of fingerprints that the Department of Public Safety must clear. A volunteer must be at least 21 in order to volunteer. The Volunteer Coordinator holds the volunteer's photo I.D. until the fingerprints have cleared. The photo I.D. is then given to the volunteer, the teacher, or coach for whom they will be volunteering. Each volunteer must meet with the principal or athletic director prior to volunteering. Their names will be submitted to the Governing School Board for final approval.

**A VOLUNTEER MAY NOT BEGIN TO VOLUNTEER PRIOR TO CLEARANCE OF THEIR FINGERPRINTS AND GOVERNING BOARD APPROVAL.**

### **VOLUNTEERING FOR AN ATHLETIC PROGRAM (INCLUDES SPIRITLINE)**

1. Volunteers assisting coaches in athletic programs must be at least 21 years of age, and must complete the application process.

2. When a coach has a prospective individual interested in volunteering, that volunteer must meet with the Athletic Director on the campus where they wish to volunteer. If the Athletic Director, after a personal interview, feels that the volunteer is a good candidate, they may complete the application process.
3. All volunteers may not begin to volunteer until their fingerprints have cleared. The process takes about two to three weeks – sometimes longer dependent upon the volume of fingerprints that the Department of Public Safety must clear.
4. A **Personnel Action Recommendation (PAR)** must be completed by the Athletic Director for each prospective volunteer. Fingerprint clearance must be obtained before they may begin to volunteer. The Volunteer Coordinator will hold the photo I.D. until clearance, and then forward it on to the coach.
5. The Governing School Board must approve all athletic program volunteers.

**VOLUNTEERS ASSISTING COACHES MAY NOT DRIVE STUDENTS IN DISTRICT OR PERSONAL VEHICLES.**

**A VOLUNTEER MAY NOT BEGIN TO VOLUNTEER PRIOR TO CLEARANCE OF THEIR FINGERPRINTS AND GOVERNING BOARD APPROVAL.**

**ALL VOLUNTEERS MUST:**

1. Complete the **Volunteer Application**. The applications are located in the reception area of the District Office or in the Human Resources Department. The application requires basic information, references, previous employment history, education, special interests and experiences. The applicant can specify times available to volunteer and what they might like to do. All documents in the packet requiring the applicant's signature must be signed.
2. **The Professional/Support Staff Qualifications and Requirements** (enclosed within the application packet) can be notarized in the Human Resources Office.
3. To comply with Arizona State law each volunteer is required to have fingerprints taken. This process can begin in the Human Resources Office with HR personnel completing your initial fingerprinting. The fingerprinting process takes about two to three weeks – sometimes longer dependent upon the volume of fingerprints that the Department of Public Safety must clear.
4. All new and returning volunteers have to be approved by the Governing School Board.

**A VOLUNTEER MAY NOT BEGIN TO VOLUNTEER PRIOR TO CLEARANCE OF THEIR FINGERPRINTS AND GOVERNING BOARD APPROVAL.**

Volunteers help fill that budget gap by offering their time, talents and assistance when there is little funding for special projects. The job of the Volunteer Coordinator is to help faculty, staff, and volunteer's work together effectively.

## PLACEMENT OF VOLUNTEERS

Adult volunteers are always a valuable asset to our school district and we count each one as a special gift to faculty and students. Please remember that while we are grateful for all that they do there are some areas where volunteers cannot be used. **A volunteer should never be asked to work with sensitive materials which contain personal information about students or staff.**

### Fingerprints are good for two years.

1. A returning volunteer needs to update their fingerprints every two years. Photo I.D. must be updated **each** school year.
2. If the volunteer holds a current State of Arizona Fingerprint Clearance card, they may present that in lieu of the fingerprint process.
3. If the volunteer is a current district employee, they should already be fingerprint cleared or hold a current State of Arizona Fingerprint Clearance card.

### Photo I.D. Pictures

1. Photo I.D. pictures are taken in the Human Resources Office and are good for one school year. Returning volunteers must have a new I.D. taken each year.
2. Volunteers must wear their I.D. Badge at all times when volunteering.

Revised 9-9-09

## ARIZONA REVISED STATUTE 15-512

Noncertificated personnel: fingerprinting personnel; affidavit

- A.** Noncertificated personnel and personnel who are not paid employees of the school district and who are not either the parent or the guardian of a pupil who attends school in the school district but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee and who are initially hired by a school district after January 1, 1990, shall be fingerprinted as a condition of employment: except for personnel who are required as a condition of licensing to be fingerprinted if the license is required for employment with that district within one year after the date that employee terminated employment with the district. A school district may release the results of a background check to another school district for employment purposes. The employee's fingerprints and the form prescribed in subsection D of this section shall be submitted to the school district within twenty days after the date an employee begins work. A school district may terminate an employee if the information on the form provided under subsection D of this section is inconsistent with the information received from the fingerprint check. The school district shall develop procedure for fingerprinting employees. For the purposes of this subsection, "supervision" means under the direction of and except for brief periods of time during a school day or a school activity, within sight of a certificated employee when providing direct services to pupils.
- B.** Fingerprint checks shall be conducted pursuant to 41-1750, subsection G.

The Agua Fria Union High School District requires the fingerprinting and background (reference) checks on all volunteers and/or volunteer candidates.



## AGUA FRIA UNION HIGH SCHOOL DISTRICT 216 VOLUNTEER APPLICATION

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

E-mail \_\_\_\_\_

Please complete this section of the application in order for us to have sufficient information on your experiences and background.

1. Current Employment \_\_\_\_\_

2. Work Experience \_\_\_\_\_

3. Education (High School, College, University, etc) \_\_\_\_\_

\_\_\_\_\_

4. Special Interest, Training, or skills (Hobbies, Computers, Business, Music, etc.) \_\_\_\_\_

\_\_\_\_\_

5. Volunteer Experience \_\_\_\_\_

\_\_\_\_\_

### For Office Use Only

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Contact Person/Activity: \_\_\_\_\_

Fingerprints  Fingerprint Card (Exp. \_\_\_\_\_)  ID Cleared on: \_\_\_\_\_

Comments: \_\_\_\_\_

**Please list times in the box or boxes to tell us which mornings or afternoons you would be available to volunteer. The District reserves the right to limit volunteer time.**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A.M.					
P.M.					

On which campus would you like to volunteer? (Please check all that apply)

AFHS    DEHS    MHS    VHS    No Preference    Other \_\_\_\_\_

What program will you be volunteering for? \_\_\_\_\_

Do you already have a teacher or coach you will be volunteering for? \_\_\_\_\_

Have you ever worked with students? \_\_\_\_\_

What grade/age levels? \_\_\_\_\_

What are your areas of interest? \_\_\_\_\_

**EMPLOYMENT REFERENCES (CURRENT & PREVIOUS EMPLOYMENT)**

Employer Name, Address, Telephone	Position	Reason for Leaving	Dates Employed
Telephone ( )			
Telephone ( )			
Telephone ( )			

**PERSONAL REFERENCES (PLEASE PROVIDE THREE PERSONAL REFERENCES)**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I certify that the above information is correct. I hereby authorize the Agua Fria Union High School District to do a background investigation. I understand that this information will be treated as confidential material. Volunteers will submit to fingerprinting as required by law (a copy of the Arizona Revised Statute is attached).

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

**AGUA FRIA UNION HIGH SCHOOL DISTRICT 216  
VOLUNTEER QUALIFICATIONS AND REQUIREMENTS**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date Volunteering

I, \_\_\_\_\_, being duly sworn, do hereby certify that I have never been convicted of or admitted in open court or pursuant to a plea agreement committing, and am not now awaiting trial for committing, any of the following criminal offenses in the state of Arizona or similar offenses in any other jurisdiction:

- Sexual Abuse of a Minor
- Incest
- First or second-degree murder
- Kidnapping
- Arson
- Sexual Assault
- Sexual exploitation of a minor
- Felony offenses involving sale, distribution or transportation of, offer to sell, transport, or distribute or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs
- Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs
- Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs
- Burglary in the first degree
- Burglary in the second or third degree
- Aggravated or armed robbery
- Robbery
- A dangerous crime against children as defined in A.R.S. 13-601.01
- Child Abuse
- Sexual conduct with a minor
- Molestation of a child
- Manslaughter
- Aggravated assault
- Assault
- Exploitation of minors involving drug offenses

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Subscribed, sworn to, and acknowledged before me by \_\_\_\_\_,

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, in Maricopa County, Arizona.

My Commission Expires:

\_\_\_\_\_  
Notary Public

## **AGUA FRIA UNION HIGH SCHOOL DISTRICT GUIDELINES FOR VOLUNTEERS**

- The Agua Fria Union High School District appreciates the time volunteers donate to our schools. The District has procured general liability coverage for volunteers. Coverage for Volunteers is provided off school premises for District approved events/activities only. The district **DOES NOT** provide insurance coverage for the loss or damage of personal property of students, staff, or volunteers.
- The exact procedure of working with volunteers will differ with each situation. Volunteers work under direct supervision of a teacher or school district personnel.
- Volunteers must refer all discipline situations to the teacher or school district personnel.
- Volunteers **MUST NOT** give any medications or medical advice to students. Where sickness and medications are concerned the school nurse or authorized personnel will follow required procedures.
- Volunteers will receive training in preparation of their responsibility by appropriate school personnel.
- Volunteers will complete the volunteer application, and receive a volunteer I.D. badge upon fingerprint clearance and Governing School Board Approval.
- The Volunteer Coordinator will be responsible for the orientation of volunteers.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date



**Please Read the Following and Answer All Questions Completely and Accurately**

The following information is needed from applicants and employees: \*a record or conviction does not prohibit employment; however, failure to complete the affidavit or form accurately and completely shall mean disqualification from consideration for employment or shall be cause for dismissal if employed and may result in prosecution for filing false information with a public agency. The District will consider all circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment. Applicants and employees must report any situation which would change the status of the affidavit as filed on this form that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Director of Human Resources.

\*CONVICTION means that final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken

\*\*A.R.S. § 13.604.01 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, child abuse, kidnapping and sexual abuse.

1. Have you been convicted of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer "YES" even if the matter was later dismissed, deferred, vacated or expunged. If you answer "YES" you must provide dates with proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

YES  NO Explanation: \_\_\_\_\_

2. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer "YES" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES" you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

YES  NO Explanation: \_\_\_\_\_

3. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "YES" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.

YES  NO Explanation: \_\_\_\_\_

4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certificate or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer "YES" you must provide the name, address and telephone number of the employer of licensing body and a statement of the accusations against you.

YES  NO Explanation: \_\_\_\_\_

5. \*\*Have you ever been convicted of a dangerous crime against children as defined in ARS §13-604.04? If you answer "YES" you must provide details below, including date of conviction, court where convicted, sentence imposed and present status of conviction.

YES  NO Explanation: \_\_\_\_\_

**READ THIS PARAGRAPH BEFORE SIGNING THIS APPLICATION**

Every answer I have provided on this application is both complete and truthful. I understand and agree that (1) if any information is omitted from or not filled in on this Application, or if any false information is furnished, the Agua Fria Union High School District will reject my application, (2) if any false information is furnished, I will be ineligible for any future consideration for employment and may subject to criminal prosecution, and (3) if I am employed by the Agua Fria Union High School District, I may be dismissed from employment, if criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this Application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date