

## Volunteer Application Process

### Step 1

Volunteer watches the Code of Conduct video, completes the "volunteer application form" and turns it into the principal BEFORE they schedule an onboarding appointment.

### Step 2

Principal determines if the volunteer will have "Significant Unsupervised Access" to students. Not all volunteers need a background check.

Significant Unsupervised access includes field trips, one-on-one or small group classroom volunteer or other related volunteering.

Volunteer assignments which may not be considered "significant Unsupervised Access" may include a Halloween or Valentine party volunteer. School collects the volunteer application and code of conduct form. Keep the volunteer application and code of conduct form at the school.

### Step 3

If the principal determines there will be "significant unsupervised access", the principal must sign the volunteer form, give it to the volunteer and have the volunteer schedule a volunteer fingerprint appointment.

In order for HR to complete the background check, the volunteer MUST bring the volunteer form (SIGNED BY THE PRINCIPAL) with them to HR. Please do not allow volunteers to schedule a fingerprint appointment without a principal signing the volunteer form.

### Step 4

Once the volunteer is fingerprinted, HR will email the school once we receive the results. Please plan on at least two weeks prior to any volunteering.