



The District has defined the following requirements for volunteers and independent contractors (Please specify the type of volunteer on the Approval of Volunteer form:

1. Parent/Guardian Volunteer
2. SUSD Student Volunteer
3. Community Volunteer A and Independent Contractor
4. Community Volunteer B and Independent Contractor

The following procedures need to be followed if you are interested in securing a volunteer at your school:

Type of Volunteer or Independent Contractor	Receives Direct Supervision by Certified Staff	Volunteer and/ or Parent Chaperone Application	Approval of Volunteer Form (No References Required)*1	Fingerprint	Background
Parent Volunteer - Child's Classroom/School	YES	YES	YES	NO	NO*1
SUSD Student Volunteer*2	YES	NO	NO	NO	NO
Community Volunteer A and Independent Contractor	YES	YES	YES	NO	NO
Extra Curricular Community Volunteer A	YES	YES	YES	NO	YES
Community Volunteer B and Independent Contractor	NO	YES	YES	YES*3	YES

Human Capital strongly encourages all administrators to ensure a certified staff member supervises volunteers and independent contractors whenever possible.

- \*1 Background checks are required for a volunteer and/or parent/guardian who is assigned to work with student information/records, to chaperone students on overnight field trips or on local field trips if they are supervising students while not in the direct line of sight of a certified staff member. Chaperones must be a minimum of 21 years of age.
- \*2 Student volunteers must be students of Scottsdale Unified School District and be at least 14 years of age and must be directly supervised by a certified staff member.
- \*3 § ARS 15 – 512 requires personnel who are not the parent or the guardian of a pupil who attends school in the school district, but are required or allowed to provide services directly to students without the supervision of a certificated employee to be fingerprinted.

Upon receipt of the Approval of Volunteer form, Volunteer and/or Parent Chaperone Application, and the Background Check forms, Human Capital will conduct a background check. Human Capital will provide you with written authorization to place the volunteer upon completion of the background check.

This above process needs to be completed for your existing volunteers as well as any individuals you hire as a volunteer in the future. Volunteers should be background checked every three years. Contact Wendy Ferguson, Human Capital for placement guidelines for student teachers and interns.