

Quick Reference Guide – Volunteers

	Volunteer I	Volunteer II	Volunteer III
Definition	A <u>Volunteer I</u> is defined as an individual who, with school district approval, assists students, schools, and teachers under the supervision of a teacher or other school employee and is never left alone with students. A Volunteer I may also assist with educational programs or with special events on an occasional or infrequent basis. Infrequent basis is defined as a Volunteer I who has direct student contact for less than one (1) hour per week or under four (4) hours average per month and/or no one-on-one student contact.	A <u>Volunteer II</u> is defined as an individual who, with school district authorization, voluntarily assists school districts, schools, educational programs, or students on a regular and ongoing basis and who may at times work with students outside the direct supervision of staff.	A <u>Volunteer III (Volunteer Athletic & Activity Coaches)</u> is defined as an individual who, with school district authorization, voluntarily assists school districts, schools, educational programs, student activity programs, or students on a regular and ongoing basis and who may at times work with students outside the direct supervision of staff.
Examples and Authorizations	Examples of a Volunteer I include, but are not limited to, individuals who participate as a guest reader, assist with class parties or projects or school-wide or grade level projects, provide clerical or library help, or individually observe a classroom (assisting with day field trips, one-time classroom presentations, fund raising and special events would still constitute minimal interaction). A Volunteer I is not authorized to drive for field trips.	A Volunteer II may perform all the duties of a Volunteer I and in addition: supervise students during lunch, breakfast, or other nutritional periods or may serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. A Volunteer II may drive for field trips/athletic events if authorized as a Driver.	A Volunteer III may perform all of the duties of a Volunteer II and in addition assist student activity programs which include, but are not limited to, scholastic programs, interscholastic programs, athletic programs and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. A Volunteer III may drive for field trips/athletic events if authorized as a Driver.
Requirements (submit documents to site of choice)	Volunteer Information Sheet	Volunteer Application II TB Clearance Fingerprint Clearance	Volunteer Application III TB Clearance Fingerprint Clearance Completion of CIF coaching education program CPR training Read Victory with Honor

Drivers have the same requirements and process as Volunteer II or III AND must submit: Copy of driver's license, Official DMV Driver License Record, insurance policy declaration page, copy of current car registration, Driver Information Sheet and Declaration. See Driver Information and Handbook.