



Volunteer Procedures

Level 1: Administration assures that the volunteer is never alone with children, and includes:

- Volunteers doing administrative work only and not working near or with students
- Parents volunteering occasionally in their child's classroom
- University interns taking classes on Balsz campuses
- Corporate volunteers doing short-term, fully supervised work on campuses
 1. No fingerprinting required
 2. Principal completes *Volunteer Request Form*
 3. Volunteer completes *Volunteer Application*
 4. Volunteer completes *Volunteer Qualifications and Requirements* (needs notarized signature)

Level 2: Administration assures that the volunteer is never alone with children, and includes:

- Volunteers working with children, but always supervised by a certified employee.
 1. Fingerprinted for Balsz and processed through AzDPS (see process below)
 2. Principal completes *Volunteer Request Form*
 3. Volunteer completes *Volunteer Application*
 4. Volunteer completes *Volunteer Qualifications and Requirements* (needs notarized signature)

Level 3: Administration assures that the volunteer will be fully supervised by certificated staff, but cannot assure that the volunteer will never be alone with children. Level 3 includes:

- Volunteers on fieldtrips or other special programs where Administration cannot assure that volunteers may not have opportunity to be alone with students.
 1. Fingerprinted for Balsz and processed through AzDPS (see process below)
 2. Principal completes *Volunteer Request Form*
 3. Volunteer completes *Volunteer Application*
 4. Volunteer completes *Volunteer Qualifications and Requirements* (needs notarized signature)
 5. Background check run by Human Resources

Fingerprint Process for Level 2 and Level 3 Volunteer Applicants

1. Site Administrator has the volunteer complete a packet with the following:
 - a. *Volunteer Request Form*
 - b. *Volunteer Application*
 - c. *Volunteer Qualifications and Requirements* (need notarized signature)
 - d. *Background Screening Information and Consent Form*
2. Site Administrator returns the completed paperwork to the District Office for approval.
3. Volunteer will take the fingerprint card to a location to be printed. Fees are listed on the form.
4. Volunteer will follow the instructions in the fingerprint packet.
5. The fingerprinting agency will mail the information sheet and fingerprint card back to Human Resources.
6. Human Resources will run a background check, if required.
7. When all steps are completed, Human Resources will notify the Principal the volunteer is cleared to be on campus.

NOTE: AzDPS Fingerprint Clearance Cards are generally not accepted for school volunteers unless verified as completed for the purpose of teaching. There are various levels of fingerprint clearances and only fingerprint checks specific for an elementary education environment (IVP) can be accepted.

Human Resources Department

4825 East Roosevelt Street, Phoenix, Arizona 85008 | 602.629.6400 phone | 602.629.6401 fax



Volunteer Request Form

Name of Volunteer: _____

Administrator: _____ School Site: _____

Hours per Day: _____ Number of Days per Week: _____ Length of Assignment: _____

Volunteer Location of Work (i.e. classroom, office, etc.): _____

Job Responsibilities: _____

Site Administrator Signature

Date

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District Administration Approval

Date

Prints Received _____ Prints to AzDPS _____ Report from AzDPS _____ Cleared Y / N _____

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Volunteer Application

Please **print** all information:

Name _____ Social Security Number _____

Address _____
City State Zip

Home Phone _____ Cell Phone _____ Date of Birth _____

School Site _____ Volunteer Position Requested _____

“YES” answers to the following questions will not necessarily result in denial of your opportunity to volunteer. The District will consider all of the circumstances, including the date and nature of events, which have led to the actions described below. Your written explanation to any “YES” will assist the District in determining your eligibility and suitability for an opportunity to volunteer. Attach additional sheets if necessary.

1. Have you ever been convicted of, admitted committing, or 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 of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s). YES NO If yes, attach a letter of 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 of severance agreement, regardless of its terms. YES NO If yes, attach a letter of explanation.
3. Have you ever had any license or certificate of any kind (teaching 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? YES NO If yes, attach a letter of explanation.
4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? YES NO If yes, attach a letter of explanation.
5. Are you aware of any reason you would not be able to perform the essential functions required of the volunteer position for which you are applying? YES NO If yes, attach a letter of explanation.

I certify that all information given on this application and any supporting information is true and complete, and I understand that any falsification or material omission of this information is grounds for refusal to place in a volunteer position, and I will be ineligible for any future consideration for a volunteer position. I authorize the District to investigate completely my application. I agree that, if placed in a volunteer position, I will follow all District policies, rules, procedures, and other directions. I understand that my placement in a volunteer position is not finalized until the background investigation has been completed (if applicable). Furthermore, I understand that I have no right of access to any material submitted and information gathered by the District during the application process and that such materials and information are considered the sole property of the Balsz School District.

Signature

Date

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Volunteer Qualifications and Requirements

Name _____

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 contributing to the delinquency of a minor
- Commercial 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. 13-705
- Child abuse
- Sexual conduct with a minor
- Molestation of a child
- Manslaughter
- Assault or Aggravated assault
- Exploitation of minors involving drug offenses

Signature

Date

Subscribed, sworn to, and acknowledged before me by _____, this

_____ day of _____, 20 ____, in _____ County,

Arizona.

My Commission Expires: _____

Notary Public

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Volunteer Background Screening Information and Consent Form

Last Name Middle Name First Name

Other Names Used (Maiden Names, AKA's, etc.) Date of Birth*

Address City State Zip

Home Phone Cell Phone Social Security Number

Drivers' License/ID Number State

Please list the city and state for any of your prior residences for the **past five (5) years**:

City: _____ State: _____
City: _____ State: _____
City: _____ State: _____
City: _____ State: _____
City: _____ State: _____

**FAIR CREDIT REPORTING ACT (FCRA) AUTHORIZATION FORM
COMBINED DISCLOSURE NOTICE AND AUTHORIZATION REGARDING INVESTIGATIVE CONSUMER REPORTS**

I understand that as a condition of my consideration for a volunteer position, Balsz School District may obtain a consumer report and/or investigative consumer report that includes, but is not limited to: employment and education verifications; social security number verification; criminal and civil court records; personal interviews; driving record; and/or any other public records or any other information bearing on my character, general reputation, personal characteristics; and trustworthiness.

I hereby authorize and consent Balsz School District and/or its designated agent, to procure such a report. In understand that pursuant to the Federal Fair Credit Reporting Act, Balsz School District will provide me with a copy of any such report if the information contained in such report is, in any way to be used in making an adverse decision regarding my fitness for a volunteer position. I further understand that such report will be made available to me prior to any such adverse decision being made, along with the name and address of the reporting agency that produced the report.

Applicant Signature

Date

*The Age Discrimination Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age. This information is for consumer report purposes only.

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