



Volunteer Opportunities in Scottsdale Unified School District

Scottsdale Unified School District is appreciative of the volunteers that serve our schools and communities. Volunteering is rewarding for everyone, whether they participate in the school office, classroom, playground, or on a field trip. Volunteers enrich the educational experience for all SUSD students. Please see below for the requirements, application, and approval process.

Not every visitor to a school is a volunteer. A visitor is an individual who attends a school on occasion and for small increments of time. Reasons an individual may visit a campus include but are not limited to assemblies, promotions, student conferences, meetings, or to attend a class party. All visitors must sign in and out at the front office and must always wear a visitor sticker or badge.

Site Volunteer

Parents and Legal Guardians volunteering at the school site- Site volunteers may volunteer in the classroom, library, cafeteria, or other school facilities and may at times be out of site of a certified staff member. For this purpose, a parent or legal guardian must have a student at the school where he/she wishes to volunteer. Volunteers must:

- Complete the Volunteer Application on the SUSD website.
- Contact the school to review and approve the volunteer request.
 - *Schools will maintain a list of all site volunteers.*
 - *Volunteers will be provided a volunteer badge or sticker by the office.*
 - *Volunteers must sign in and out at the front office and wear the volunteer sticker or badge at all times.*

Non-Parent and Legal Guardians Volunteering at the school site- Non-parent/legal guardians may volunteer in the library, cafeteria, or classroom, and may, at times, not be in sight of a certified staff member. Non-Parent/Legal Guardians Volunteering at the school site must:

- Complete the Volunteer Application on the website.
- Contact the school to review and approve the volunteer request.
- Provide a notarized criminal affidavit.
- Pass a background investigation and fingerprint check.
- *School volunteers will be provided a volunteer badge or sticker by the office.*
 - *Volunteers must sign in and out at the front office and wear the volunteer sticker or badge at all times.*

Field Trip Chaperones

School chaperones must be a parent, stepparent, legal guardian, or grandparent who has a student at the school where he/she wishes to chaperone. Chaperones will provide supervision to students on a field trip and must:

- Complete the Volunteer Application on the website.
- Contact the school to review and approve the volunteer request.
- Pass a background investigation (parent, stepparent, legal guardian, or grandparent)
- Provide a notarized criminal affidavit (all overnight chaperones and non-parent/legal guardian day trips)
- Pass a fingerprint check (all overnight chaperones and non-parent/legal guardian day trips)
 - *Schools will maintain a list of all approved chaperones. Chaperones will be provided a volunteer badge from the front office on the day of your approved trip. Chaperones must sign in and out at the front office and wear a volunteer sticker or badge at all times.*

Additional Information and Frequently Asked Questions

What is the difference between a visitor and a volunteer?

Not every visitor to a school is a volunteer. A visitor is an individual who attends a school on occasion and for small increments of time. Reasons an individual may visit a campus include but are not limited to, a meeting with a staff member, to attend an event or meeting that the school is hosting, or to attend a class party. All visitors must sign in and out at the front office and must always wear a visitor sticker or badge.

A volunteer is an individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons without promise, expectation, or receipt of compensation for services rendered. A volunteer is typically on campus for a regularly scheduled period of time assisting with students in a classroom or a specific duty on campus. Examples of school volunteers include but are not limited to, assisting with a reading group each Monday, assisting in the front office once a week, or preparing activities for a teacher on a regular basis. Site volunteers must be cleared based on the volunteer clearance guidelines.

Who do I contact to check the status of my volunteer or chaperone request?

Schools will process and maintain a list of all parents and guardians volunteering at the school site. Please contact the school's front office to check on the status of your application.

In collaboration with our human resources department schools will maintain a list of all cleared chaperones and non-parent and legal guardian site volunteers. You will be notified by the school administrative support when your background check and/or fingerprints have been cleared by human resources.

How long does it take to process my volunteer request?

If fingerprinting is not a requirement of your volunteer request allow one to two weeks for processing.

Fingerprinting may take up to 8 weeks to process. If you plan to chaperone on a school field trip it is recommended that you fill out a volunteer application and begin the process at the beginning of the school year.

Fingerprints

You may provide the Human Resources Department a copy of your IVP Fingerprint Card or complete a one-time fingerprint check. To complete a one-time fingerprint check you can be fingerprinted at any site that provides fingerprinting services. You must then bring your prints to the Education Center at 7575 E Main Street, Scottsdale, AZ 85251. You may also have your fingerprints done at the Education Center. Walk-ins are welcome on Wednesdays from 1:00PM to 3:30PM or Thursdays from 9:00AM to 12:00PM.

Additional Information

Once you are cleared as a volunteer or chaperone your approval is valid for three (3) school years.

If you wish to become a volunteer coach please complete the "Volunteer Athletic Coach" application at susd.org/jobs and follow the requirements prescribed on the volunteer athletic coach posting.