

RUSD-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 direct supervision (direct visibility) of certificated personnel and is never left alone with students.	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 under the direction of certificated personnel 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, one-time classroom presentations, fund raising and special events. A Volunteer I is not authorized to chaperone fieldtrips and may not 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 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 chaperone field trips and/or 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 chaperone field trips and/or drive for field trips/athletic events if authorized as a Driver.
Requirements (Submit all documents to Human Resources Department)	Volunteer I Application Tuberculosis (TB) Clearance	Volunteer II Application TB Clearance DOJ and FBI Fingerprint Clearance	Volunteer III Application TB Clearance, DOJ and FBI Fingerprint Clearance Mandated Reporter Training Concussion Training CPR/First Aid Training Nurse Consult (If necessary)