

# Volunteer Tips for Administration and Admin Assistants

Field trip time is here! Please consider the following information as your teachers prepare and begin requesting volunteers.

**1-** Only volunteers who have “Significant Unsupervised Access” to students, as determined by administration, require a background check. We recommend limiting the number of volunteers who have this level of access.

**2-** Volunteers must submit the Volunteer Application each year. Those who will have “Significant Unsupervised Access” to students must also watch the Code of Conduct video and sign the acknowledgement form. ***Please do not post at your school or provide volunteers the link to schedule a fingerprint appointment without receiving the completed forms.***

**3-** Once the administration signs the volunteer application, provide the fingerprint schedule link to the volunteer. ***Volunteers must schedule an appointment and bring their volunteer application signed by the administrator prior to fingerprinting.***

**4-** Prior to scheduling a fingerprinting appointment, if a volunteer thinks he/she has been fingerprinted by JSD in the past, he/she can email Human Resources at [hr@jordandistrict.org](mailto:hr@jordandistrict.org) to confirm whether a fingerprint appointment is necessary.

**5-** Background checks take an average of 10 to 14 business days to clear. Human Resources recommends getting volunteers to complete the form and background checks confirmed ‘clear’ as early in the school year as possible.

**6-** Once a volunteer’s background is clear, you will be notified. If there are any issues with a volunteer’s background, the administration will be contacted.



# Steps for Teachers Requesting Volunteers

**1-** Request Parent Volunteers (the earlier the better).

*To increase the likelihood of a volunteer’s background being returned prior to the field trip the volunteer will need to attend a fingerprinting appointment a minimum of two weeks (more than 10 business days) in advance of the field trip.*

**2-** Direct parents to the office/HR website for the volunteer form, found here: <https://employment.jordandistrict.org/coaches-volunteers/>

**3-** Remind the parents of the importance and requirement of watching the Code of Conduct video, which is found on the volunteer page linked above. ***\*Only required for volunteers who will have ‘significant unsupervised access’ to children as determined by the principal.\****

**4-** Parent returns completed form to the school’s office for the principal’s signature, ***before*** scheduling a fingerprinting appointment.

**5-** Principal returns the form to the parent and the parent schedules a time to complete fingerprinting by ***scanning the QR code available in the school office.***

**OR**

Confirms with Human Resources by email ([hr@jordandistrict.org](mailto:hr@jordandistrict.org)) if they already have a background check on file.

**6-** Provide the parent volunteer with instructions for your upcoming event.

**7-** Have fun!

***\*\*If you have any issues with a volunteer please notify your principal.\*\****

