

## WESD Volunteer Requirements 2014-2015

<b>Volunteer* Group</b>	<b>Direct Supervision/ Signed Supervisor Agreement</b>	<b>Complete Volunteer Agreement/ Forms Each Year</b>	<b>Reference Check</b>	<b>Complete PAR***</b>	<b>Send PAR and copies of Need to Use and Reference Check forms to HR</b>	<b>HR will call Volunteer for Fingerprint/ Background Check</b>	<b>Receive Clearance from Human Resources before Volunteer Begins</b>
Parent or legal guardian of a student at a specific school	x	x					
Parent or legal guardian volunteering at a school his or her child does not attend	x	x	x	x	x	x	x
Grandparent of a student at a specific school	x	x					
Grandparent volunteering at a school the grandchild does not attend	x	x	x	x	x	x	x
WESD Retiree	x	x	x	x	x	x	x
High school student	x	x	x				

volunteering as part of a bona fide high school program	Maintain contact info for HS program advisor		Reference from HS advisor				
All other school volunteers**	x	x	x	x	x	x	x

\*Field trip chaperones and anyone who volunteers two or more days within a school year, regardless of the number of hours volunteered.

\*\* Examples of all other volunteers may include: relative of a student such an aunt or uncle, business partners, community members, a person who volunteered at a specific school and wants to volunteer at a different school instead.

\*\*\* Complete PAR: All of Section A: Section B – cross out “substitute” and write in “volunteer” C – write in “nonparent volunteer”; D principal sign.

### Preschool/Head Start

<b>Volunteer* Group</b>	<b>Direct Supervision/ Signed Supervisor Agreement</b>	<b>Complete Volunteer Agreement/ Forms Each Year</b>	<b>Reference Check</b>	<b>PAR</b>	<b>Fingerprint/ Background Check</b>	<b>Immunization Records</b>	<b>Receive Clearance from Human Resources before Volunteer Begins</b>
Preschool and Head Start parent or guardian	x	x and show proof of freedom from pulmonary tuberculosis					
Preschool and Head Start student teacher or intern	x	x			x	x	
All other Preschool and/or Head Start volunteers	x	x	x			x	