

VOLUNTEER STARTER PACK

Welcome to the 2017-2018 school year! Please find a Volunteer Starter Pack for your site's success! Please note important information below:

<u>Site Volunteers</u>	<u>Chaperones Community Volunteers Volunteer Coaches</u>	<u>VIP</u>
<ul style="list-style-type: none"> • Paper Application • Handled and stored at school site • Final Approval by Principal/Administrative Assistant 	<ul style="list-style-type: none"> • Online Application • Handled at Human Resources • Approvals stored on Google Doc • Final Approval by Director of HR-ESP 	<ul style="list-style-type: none"> • Application at VIP Orientation • Handled at Human Resources • Approvals stored on Google Doc • Final Approval by Director of HR-ESP

NOTE: Principal signatures are not required prior to online application; however, Principals have final discretion over all volunteer opportunities and volunteers on their campus. Each site will continue to maintain and monitor a list of approved chaperones, community volunteers, volunteer coaches, and VIP on a Google Doc.

What is in the Volunteer Starter Park?

- ⇒ 1 copy of the Volunteer Handbook (English)
- ⇒ 1 copy of the Volunteer Handbook (Spanish)
- ⇒ 10 copies of the Site Volunteer Applications
- ⇒ 10 copies of the Chaperone/ Community Volunteer/Volunteer Coach instruction form (Instructions and Criminal Affidavit)
- ⇒ 1 copy of the VIP instruction form
- ⇒ 8 copies of the VIP bookmarks

** Each site may make additional copies as needed.

SITE VOLUNTEERS

Thank you for your interest in being a parent site volunteer! Please complete the attached packet.

Volunteers are asked to review the guidelines, procedures and responsibilities specific to the category into which they fall.

The handbook can be accessed online:
<https://www.pvschools.net/Page/152>

Parent, Stepparent, Legal Guardian, or Grandparent:

A parent, stepparent or legal guardian must have a student at the school where he/she wishes to volunteer.

Supervision of Volunteers:

Volunteers always work under the direct supervision of the professional staff at the site and only with those teachers who have requested the services of a volunteer. Please refer to the Volunteer Handbook for more information.

Forms to be Completed:

- Volunteer Application
- Volunteer Agreement

Principals reserve the right for final discretion on their school site

SITE VOLUNTEER AGREEMENT

I hereby acknowledge that I have read online the Paradise Valley Unified School District Volunteer Handbook and that I have read and will abide by its contents and all other applicable Paradise Valley Unified School District policies and procedures.

I understand that, as a volunteer, I am not compensated for any services, including wages and insurance. I further understand that I have the right to terminate my arrangement at any time with or without cause, and the Paradise Valley Unified School District has a similar right.

I make this Agreement in order to provide and to be authorized to perform the following uncompensated services to the Paradise Valley Unified School District:

- I am 18 years of age or older and know of no reason which would prevent me from performing the tasks required as detailed in the Volunteer Job Description, or that I am presently a student enrolled in the Paradise Valley School District system.
- I have acquainted myself with what is required to perform those tasks, and I represent that I have the skill and ability to perform them.
- I assume full responsibility for my own safety and the safety of others.
- That I will perform the volunteer service in compliance with the standards and specifications established, or approved, by the District, and will honor the direction of District official, to suspend or terminate service.

As a volunteer, I agree to abide by the following code of conduct:

- Immediately upon arrival I will sign in at the front office or designated sign in station.
- I will wear a volunteer identification badge at all times.
- I will use only adult bathroom facilities.
- I agree to never be alone with individual students without authorization of teachers and/or school authorities.
- I will not solicit outside contact with students.
- I agree not to exchange telephone numbers, home address, e-mail address (including social network information) with students for any purpose.
- I will maintain confidentiality outside of school and will share any concerns that I may have with teachers or school administrators.
- I agree not to transport students.
- I will not disclose, use or disseminate student photographs or personal information about students, self or others.
- I agree not to post, transmit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
- I agree not to photograph students.
- I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

All school district personnel are required by law (A.R.S 13-3620) to report suspected child abuse. Failure to do so is a crime. This applies to all employees and volunteers when acting in the scope of their work with Paradise Valley School District. If abuse is suspected, contact the principal and or nurse for reporting procedures.

PRINTED Last name

First name

Middle initial

Signature

Date

CHAPERONE/COMMUNITY VOLUNTEER/ VOLUNTEER COACH

Online Application: pvschools.net/volunteer-apply

Thank you for your interest in applying to be a chaperone, community volunteer, or volunteer coach! Please review the attached package for instructions. Chaperones/community volunteers/volunteer coaches are asked to review the guidelines, procedures and responsibilities in the Volunteer Handbook. The Volunteer Handbook can be accessed online: pvschools.net/volunteer

Who are our Chaperones/Community Volunteers/Volunteer Coaches?

Chaperone: Parent, Guardian or Grandparent of a student who's volunteering at student's school and will be alone with students on local or overnight field trip.

Community Volunteer: Person who DOES NOT have a student/grandchild at site which they volunteer.

Volunteer Coach: Person who will volunteer with athletics whether or not he/she has a student or grandchild at the school which they volunteer.

How do I apply to be a Chaperone/Community Volunteer/Volunteer Coach?

1. Go to pvschools.net/volunteer-apply
2. Click on Apply for this Position
3. Create login/password

Application Requirements

NEW	Continuing (from previous year)	PVUSD Employee
<ul style="list-style-type: none"> • Online Application • Notarized Criminal Affidavit • Background Check • Fingerprints 	<ul style="list-style-type: none"> • Online Application • Notarized Criminal Affidavit 	<ul style="list-style-type: none"> • Online Application • Employee ID#

***Criminal Affidavit located on backside (must be notarized and uploaded to online application)**

Where may I obtain fingerprints?

FIELDPRINT:

3217 East Shea Boulevard, Phoenix, AZ

<http://fieldprintfbi.com/>

*Results from Fieldprint typically take 2 weeks, require an appointment, and require a fee.

PVUSD HUMAN RESOURCES:

15002 N. 32nd Street, Phoenix, AZ 85032

*Fingerprint results obtained through PVUSD typically take 8 weeks with no fee.

*Summer fingerprinting hours are Tuesday/Thursday 10-11 a.m.

NOTE: Upon notice of approval, please contact the school site for volunteer opportunities. Approved application does not guarantee approval of a volunteer opportunity. Principals reserve the right for final discretion on their school site.

PARADISE VALLEY UNIFIED SCHOOL DISTRICT
CRIMINAL OFFENSE AFFIDAVIT CERTIFICATION
NON-CERTIFICATED / CHAPERONE VOLUNTEERS IN ACCORDANCE WITH A.R.S. 15-512.D

NAME: _____ S.S.#: _____
PHONE: _____ CELL PHONE: _____ DATE OF BIRTH: _____
ADDRESS _____ CITY _____ ZIP CODE _____

_____ Check here if this statement is true: I am not awaiting trial on; have never been convicted of; or admitted committing any of the criminal offenses listed below:

_____ Check here if this statement is true: I am awaiting trial on or I have been convicted of or admitted committing the criminal offenses in this state or similar offenses in another jurisdiction, which are checked below:

- 1. _____ Sexual abuse of a minor
- 2. _____ Incest
- 3. _____ First or second degree murder
- 4. _____ Kidnapping
- 5. _____ Arson
- 6. _____ Sexual assault
- 7. _____ Sexual exploitation of a minor
- 8. _____ Felony offenses involving contributing to the delinquency of a minor
- 9. _____ Commercial sexual exploitation of a minor
- 10. _____ 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
- 11. _____ Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs
- 12. _____ Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
- 13. _____ Burglary in the first degree
- 14. _____ Burglary in the second or third degree
- 15. _____ Aggravated or armed robbery
- 16. _____ Robbery
- 17. _____ A dangerous crime against children as defined in A.R.S. 13-705
- 18. _____ Child Abuse
- 19. _____ Sexual conduct with a minor
- 20. _____ Molestation of a child
- 21. _____ Manslaughter
- 22. _____ Aggravated assault
- 23. _____ Assault
- 24. _____ Exploitation of minors involving drug offenses.

CHECK ONE: _____ I agree to be fingerprinted by Paradise Valley Unified School District.
_____ My fingerprints have already been taken by the Paradise Valley Unified School District No. 69 OR I have a current fingerprint clearance card.

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE. I UNDERSTAND THAT SUBMITTING INFORMATION INCONSISTENT WITH THAT RECEIVED FROM THE FINGERPRINT CHECK MAY RESULT IN MY TERMINATION.

SIGNATURE _____ DATE _____

State of Arizona
County of Maricopa

On this _____ day of _____, 20____, before me personally appeared _____ whose identity was proven to me on the basis of satisfactory evidence to be the person who he/she claims to be and acknowledged that he/she signed the above document.

Notary Public



Who may apply to be a Volunteer In Paradise?

The Volunteer In Paradise Program matches community volunteers with one of the district's participating schools. If you are the parent, stepparent, legal guardian or grandparent of a student at the school in which you wish to volunteer, please contact the school or teacher directly to discuss volunteer opportunities.

We are looking for dedicated, high-quality volunteers seeking meaningful opportunities to make a difference. Volunteer tutors are needed in all subject areas in kindergarten through grade 6 at select schools.

Our volunteers will

- Work one-on-one or with small groups of children with the goal of increasing their achievement
- Serve as caring adult role models
- Receive professional training to prepare for working in a classroom
- Develop a supportive working relationship with teachers
- Become part of a school community
- Meet new friends through continuing education seminars and socials

Requirements

- Volunteer at least one day per week for a predetermined schedule
- Work from one to ten hours per week during school hours
- Commit to the entire academic school year ending in May
- Complete a fingerprint background check upon making a commitment
- Attend the two-hour volunteer orientation and two half-days of professional training

How may I learn more about the Volunteer In Paradise program?

Orientations are held once per month, with the exception of December. Orientations at the Paradise Valley Unified School District Offices on 32nd Street just south of Greenway Road, at 15002 N. 32nd Street, Phoenix 85032. Please visit our website to register for an upcoming orientation:

<https://www.pvschools.net/VIP>