

Question: Why has the district started a new volunteer application system?

We value student safety as much as our families do. We reviewed the volunteer program last year and saw ways to improve how we ensure students are working with positive adult role models who also value student safety.

Volunteers can now apply to work with students in three categories. The categories are based upon how closely they work with students. For example:

1. A **school day volunteer** who works inside a school with many students and adults present.
2. An **extended support volunteer** who might work closely with one or two students at a time. Volunteer activities including overnight chaperone, volunteer club advisor, and program booster require this level of application.
3. A **volunteer athletic coach** who works with students before or after school, on a playfield, in a locker room, in the district or at out-of-district events.

The new volunteer application system aligns the type of background check to the category of volunteer and the access each category of volunteer has to students with and without supervision by other district staff.

A volunteer coach undergoes the most rigorous background check because of coaches' access to students. Extended service volunteers undergo the second most rigorous because those volunteers often work one-on-one with students. School day volunteers' backgrounds are also checked. Because they do not have unsupervised access to students, their clearance process does not go as deep or as far as the others.

Question: Must everyone visiting a school be approved as a volunteer?

No, not every visitor must be approved as a volunteer. A "volunteer" is defined as *an individual approved by the district to assist in the work in the district and serve without compensation at a school or other district site. (5430P)* So, only those visitors *assisting in the work of the district* must be cleared volunteers.

However, please remember **visitors must check in** at the school office and **must wear the school's visitor identification badges** at school.

Question: I applied to be a volunteer last year and was told my volunteer status was good for three years, do I have to apply again this year?

Yes, part of the new safety program involves ALL volunteers reapplying – for three reasons:

1. The number one reason is software changes. With the new safety-enhanced process, the old volunteer database and its information are no longer sufficient and no longer available. We have no access to volunteer records from past years. We are using a new database system and starting from scratch with the new process.
2. Part of this reapplication process is to assign you to the category of volunteering you choose.
3. We have updated our volunteer manual, and each volunteer must, according to policy and procedure [5430P](#), get a copy of the manual. Once you have cleared the new application process, you have access to the newly updated manual.

Question: Why do I have to apply online? Why can't I submit a paper application as was done in the past?

The new database system, called *Frontline*, requires each volunteer applicant to create a user name and password. We cannot create those names and passwords for paper applicants. The online application also saves paper and saves time. The application process is mobile-friendly, meaning you can apply on your phone.

Question: What browsers work best with the new *Frontline* volunteer application system.

Safari, Chrome and Firefox work best.

Question: What if I do not have an email address; can I still apply?

The *Frontline* volunteer application gives you instructions to create a free yahoo email account. You can use this free account for online activities besides this volunteer application process.

Question: Do employees and subs need to apply to be a volunteer?

State law requires district employees to undergo background checks as part of the hiring process.

However, district employees and district subs must show a district badge when checking in to volunteer.

To be an overnight chaperone, district staff and district subs must attend a school-hosted overnight chaperone training session – just as all overnight chaperones must do.

Question: What supports are available for non-English speakers who would like to volunteer?

The volunteer manual is translated on the volunteer website. The information included in the *Frontline* application system is translated into Vietnamese, Spanish, Arabic and Russian by way of “application guides” that are available on the volunteer website.

Question: Must volunteers complete all the training before volunteering?

Yes –school day volunteers and extended service volunteers must complete the training before volunteering

Volunteer coaches work with the athletic department on the timelines, expectations and duties of their trainings and responsibilities.

Question: Can I change the category of volunteer for which I have been approved?

Yes, by returning to your *Frontline* account.

- Are you an approved school day volunteer? Then you can apply to become an approved extended service volunteer or an approved athletic coach.
- Are you an approved extended service volunteer? Then you can apply to become a volunteer athletic coach.
- Are you an approved volunteer coach? If so, you have undergone the most rigorous volunteer background check and automatically qualify to be a school day volunteer or an extended service volunteer.
- Are you an approved extended service volunteer? If so, you have undergone the second most rigorous volunteer process and automatically qualify as a school day volunteer.