

School Volunteers Most Frequently Asked Questions:

The following Q/A's are meant to help you answer some of the most commonly asked questions by prospective volunteers or other members of the school community interested in the topic. This is a non-exhaustive list, therefore, it will not answer all possible questions. If you need further assistance on this topic, please email a Human Resources staff member at pinfo@busd.net

1. Who is required to complete the Volunteer Application Forms (HR 10 A-C)?

Anyone interested in volunteering in the school/district setting in any consistent pattern and is not a district employee in any capacity.

2. Do parents wishing to visit their children every day during lunch need to complete a Volunteer Application Form (HR 10 A-C)?

The issue of allowing parents to visit with their children during lunch is up to each school. However, in direct response to this question, the answer is "No". If parents are strictly there to deliver lunch to their children and are surrounded by other supervising adults, they do not need to complete forms HR 10 A-C, nor do they need to be subjected to submit proof of TB clearance. This type of scenario is no different than that of parents being on school grounds to have parent conferences, check in with the teacher, work a game booth during a fun school night, etc.

3. Do volunteers who complete HR 10 A-C forms need to be fingerprinted?

Not necessarily. The process and responsibility for screening volunteers rests with the HR department, and while generally, it will not necessitate fingerprinting, it may be requested at the district's discretion, in which case the district would assume the financial burden.

4. How do I know if my volunteer has been approved?

The District (HR) will notify the school/department where the form was originated whether the request was approved/denied. HR will return the original request clearly marked with the approval or denial action. HR will retain an electronic copy. Schools/Departments are responsible for creating their respective tracking/file system of these forms.

5. How quickly will I know if my prospective volunteer has been approved?

24-48 hours.

6. How often does a volunteer need to submit the HR 10 A-C forms?

Annually.

7. Do prospective volunteer coaches need to submit the HR 10 A-C forms?

Yes.

School Volunteers Most Frequently Asked Questions - Continued:

8. Can schools advertise the need for volunteers through PTA channels?

Yes.

9. Where can the HR 10 A-C forms be accessed?

The District's Insider website. Schools/departments should get in the habit of always printing the forms from the Insider to ensure access to most current version.

10. Are prospective volunteers allowed to hand carry and submit the HR 10 A-C forms directly to the Human Resources department.

Yes. Generally in cases of sensitive information contained in the forms, a volunteer may feel more comfortable doing so.

11. Do volunteers need to show proof of vaccination?

Yes, they need to show proof of vaccination before they can start volunteering. Please submit a copy of proof of vaccination with your volunteer application.