

TYPE OF VOLUNTEER OR VISITOR	Step I. <u>Will the individual be responsible for the welfare of a child? (Ask whether the volunteer will provide permanent or temporary care, supervision, mental health diagnosis or treatment, training, or control of a child in lieu of parental care, supervision, and control.)</u>	OR	Step II. Will the individual have direct volunteer contact with children? Direct volunteer contact with children requires (a) the care, supervision, guidance or control of children AND (b) routine interaction with children, meaning regular or repeated contact that is integral to the volunteer’s responsibilities	CERTIFICATIONS REQUIRED? If the answer to <u>EITHER Step 1 or Step II</u> is “YES”, <u>certifications are required.</u>
attend meeting in a private area with school administrator, teacher, or staff	No		No	NO INCIDENTAL VISITOR
attend performance in auditorium or other common area; attend a sporting event or other extra-curricular activity	No		No	NO INCIDENTAL VISITOR
book fair (no students helping in booth)	No		No	NO
booster-club event (school-sponsored activities)	No, unless responsible for the welfare of children – depends on their duties		Very situationally-specific; no clear-cut answer can be given at this time	Contact Principal for guidance

chaperone for a dance or other school-sponsored event (including, but not limited to, field trips)	No, unless responsible for the welfare of children – depends on their duties		N/A	Contact Principal for guidance
class party help	No, unless officially designated as a volunteer responsible for the welfare of children.		No, if a one-time or infrequent event.	NO, UNLESS OFFICIALLY DESIGNATED.
class pictures	No		No, no regular or repeated contact.	NO
college recruiters on campus to talk with children	Not a District volunteer		Not a District volunteer	NOT A VOLUNTEER
concession stand worker (no students working in the stand)	No		No	NO
concession stand worker (with students working in the stand)	No, unless responsible for the welfare of children – depends on their duties		Very situationally-specific; no clear-cut answer can be given at this time	Contact Principal for guidance
current students age 18 or older volunteering to fulfill role in a school-sponsored program, club, or activity	Not a volunteer under the terms of the statute (“an adult applying for an unpaid position”)		Not a volunteer under the terms of the statute (“an adult applying for an unpaid position”)	NO
current students age 18 or older volunteering to as any other	Same analysis would apply to the student as would apply to any other		Same analysis would apply to the student as would apply to any other adult in the community	ANALYSIS APPLIED IS BASED ON POSITION - Contact Principal for guidance
drop off food or non-food items to celebrate a	No		No	NO INCIDENTAL VISITOR

birthday or special event				
field day assistance	No, unless responsible for the welfare of children – depends on their duties		No, no regular or repeated contact	Contact Principal for guidance
grandparents' day	No		No	NO INCIDENTAL VISITOR
guest speaker or participant in career day or similar event to share information with students	No		No	NO INCIDENTAL VISITOR
job shadowing – an individual allows a student to visit his or her place of business	No, not assuming responsibility as a school volunteer or for the welfare of a child		No	NO
make a delivery to the school	No		No	NO INCIDENTAL VISITOR
military recruiters on campus to talk with children	Not a District volunteer		Not a District volunteer	NOT A VOLUNTEER
observe child's classroom (parent, guardian, close relative)	No		No	NO INCIDENTAL VISITOR
pick child up from school	No		No	NO INCIDENTAL VISITOR
produce play or performance, concert, or other curricular/co-curricular, or extracurricular activity	Yes		N/A	YES

PTO-sponsored event	No, unless responsible for the welfare of children – depends on their duties		Very situationally-specific; no clear-cut answer can be given at this time	Contact Principal for guidance
routine classroom help (daily, weekly, or other periodically-scheduled help)	No, unless responsible for the welfare of children – depends on their duties		N/A	Contact Principal for guidance
special classroom projects	No, unless responsible for the welfare of children – depends on their duties		Very situationally-specific; no clear-cut answer can be given at this time	Contact Principal for guidance
sports coach	Yes		N/A	YES
assist with mailings and other clerical duties (no student contact)	No		No	NO
lobby sales/sign-ups including but not limited to gym suits, ticket sales, internship forms	No		No	NO
drivers transporting students to/from District-sponsored activities	Yes		N/A	YES
CPR Instructors	If training school staff, then NO. If training students, then YES.		Very situationally-specific; no clear-cut answer can be given at this time	YES
Health screening assistants (height and weight measurements)	No		No	No

Volunteer nurses	Yes		N/A	Yes
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