

Levels	Volunteers	Duties (Examples)	Registration Procedure and Clearance Requirement	Personnel/Office Responsible for Registration	Notes
I	<ul style="list-style-type: none"> <li>• Event-based</li> <li>• One time only</li> <li>• <i>Non-Instructional</i></li> <li>• Under direct supervision of certificated personnel</li> </ul>	Science Fair, Book Fair, Fieldtrip, Community Garden Project, International Day, etc.	<ul style="list-style-type: none"> <li>• Completing <i>AUSD Volunteer Registration Form</i></li> <li>• Completing <i>AUSD HR Volunteer Background Verification Form</i></li> </ul>	School Community Coordinator (SCC)/Site Designee	<ul style="list-style-type: none"> <li>• Signed off by Site Principal or designee</li> <li>• Files to be kept at site</li> <li>• Records of volunteer hours and/or assignments updated and kept on site by SCC</li> </ul>
			<ul style="list-style-type: none"> <li>• Fingerprinting for background check</li> </ul>	AUSD HR Division	
II	<ul style="list-style-type: none"> <li>• Regularly scheduled</li> <li>• Classroom Based</li> <li>• <i>Non-Instructional</i></li> <li>• Under direct supervision of classroom teacher</li> </ul>	Room Mother, copying, compiling, recording, bulletin board preparing, and other <i>non-instructional</i> activities.	<ul style="list-style-type: none"> <li>• Completing <i>AUSD Volunteer Registration Form</i></li> <li>• Completing <i>AUSD HR Volunteer Background Verification Form</i></li> <li>• TB Clearance</li> </ul>	School Community Coordinator (SCC)/Site Designee	<ul style="list-style-type: none"> <li>• Signed off by Site Principal or designee</li> <li>• Files to be kept at site</li> <li>• Records of volunteer hours and/or assignments updated and kept on site by SCC</li> </ul>
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III	<ul style="list-style-type: none"> <li>• Regularly scheduled</li> <li>• Classroom Based</li> <li>• <i>Instructional-related</i></li> <li>• Under direct supervision of classroom teacher</li> </ul>	Assisting with reading/math groups, one-on-one or group tutoring, and other <i>instructional-related</i> activities.	<ul style="list-style-type: none"> <li>• Completing <i>AUSD Volunteer Registration Form</i></li> <li>• Completing <i>AUSD HR Volunteer Background Verification Form</i></li> <li>• TB Clearance</li> </ul>	School Community Coordinator/Site Designee	<ul style="list-style-type: none"> <li>• Signed off by Site Principal or designee</li> <li>• Files to be kept at site</li> <li>• Records of volunteer hours and/or assignments updated and kept on site by SCC</li> </ul>
			<ul style="list-style-type: none"> <li>• Fingerprinting for background check</li> <li>• AUSD Verification Check</li> </ul>	AUSD HR Division	

**Important Notes:**

Guest speakers, school visitors, and assembly presenters will follow existing registration procedures and are *not* subjected to the above registration procedure. Volunteers for HS sport activities are subject to the existing coaching clearance procedures.