

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