

VOLUNTEERS

Virtually every teacher in elementary schools now has classroom volunteers. There are many volunteers helping at the middle and high school levels, as well. Volunteers do much more than assist in the classroom – they help in lunchrooms and libraries, at home, teaching after school classes, grounds work, booster clubs, technology groups, etc. Volunteers are important and valued members of the APS team.

- **Description**

Individuals who wish to volunteer for a one-time activity should report to that site's main office. Volunteers who wish to serve on a regular on-going basis for any APS site must complete a [volunteer registration form](#) with the Security Department prior to providing volunteer services. Volunteers will be given an acceptance letter and assigned an identification badge. The sites where they are interested in serving will be notified of their approved status. Volunteers should then report to that site's main office to obtain information on scheduling and duties to be performed.

- **Procedure**

To register, volunteers will need to complete the following:

1. All volunteers will need to obtain the Volunteer Approval Request form from the school where they will be volunteering prior to coming to the Security department. This form needs to be signed by the Principal. **Please note that the Security department will need to have this form before the volunteer process can begin.**
2. Complete a volunteer registration form, available in both [English](#) and [Spanish](#).
3. Come to the [The Security office](#) to submit the registration form and get an ID card. Please bring a **current government issued** photo ID and your volunteer registration form, if you've already completed one. A background check will be done at this time. If the background check is not acceptable, the Security department will decline their offer to volunteer and notify the appropriate site.
4. Report to the front office at the school their child attends for scheduling and assignment of duties.

All volunteer badges are issued from August 1 until the last day of school and are valid until June 30th and must be renewed each year. An acceptance letter will be sent to their assigned school. The school can contact the Security office secretary (303-365-7816, extension 28410) to confirm the volunteer's acceptance. The volunteer

will have an ID badge, to be worn at all times while on school property for volunteer purposes.

The Security office is open for volunteer badges from 8:00 - 4:00, Monday - Friday.

Must be at least 17 to go through the volunteer process, and anyone who is 17 will need to get their background check form from the police department

If you have not been a resident of Colorado for a minimum of one year, you will have to contact your previous state to obtain a background check