



Queen Creek Unified School District

Human Resource Department

Procedures for School Site Volunteers/Chaperones

Thank you for your interest in volunteering with Queen Creek Unified School District. We are excited that you want to volunteer with us.

If you are a parent or legal guardian that wants to volunteer in your own child's classroom, an online application, fingerprint clearance, and background investigation are NOT required.

If you are a parent or legal guardian participating in an **overnight** event or if you are a community member that wants to volunteer, please follow the steps below.

What you need to be a volunteer:

1. Apply online on the [District Careers page](#) - notify the school(s) as soon as you have submitted your application
2. Background clearance (QCUSD HR department will submit background check)
3. Fingerprint clearance (HR will contact you with further instructions once your application has been approved)

All Volunteers and Chaperones are required to get fingerprinted and consent to a Background Check. Please allow at least 4-6 weeks for fingerprint clearance and the background check to clear. **Field Trip chaperones must be at least 21 years of age.**

After you submit your application online you must contact the school(s) where you wish to volunteer. Volunteer applications cannot be processed without approval from the school office.

IMPORTANT:

Volunteers/Chaperones must be approved by the School and Human Resources prior to being a Volunteer/Chaperone.

Once your background check is cleared, you will receive an email notification that you have been approved to volunteer. The school will contact you regarding your approval, however, once you receive the email, you are welcome to contact the school.

Do not hesitate to contact the school or Human Resources for more questions: 480-987-5935.

Excellence Through Leadership

20217 East Chandler Heights Road

Queen Creek, AZ 85142

(480) 987-5935