

Volunteer Process Flow Chart

Review Volunteer Applicant Letter:

- Determine Requirements for Tier 1 or Tier 2 volunteers
- Handbook (Must read prior to starting the application)
- Tuberculosis (TB) Test Clearance

Tier 1

- Perform service on school campus more than 5 hours per week
- Chaperone on school sponsored fieldtrips or overnight trips

REQUIRED:

- Tuberculosis (TB) Test Clearance
 - volunteer can upload into application
- Fingerprint Clearance (**after volunteer completes online application, contact HR to obtain Live Scan form**)

Tier 2

- Perform service on school campus 5 hours or less per week
- Parent participation hours for State Preschool

REQUIRED:

- Tuberculosis (TB) Test Clearance
 - volunteer can upload into application

Volunteer completes online application form through



- HR/school site confirm Tuberculosis clearance as completed
 - if unable to upload, volunteer can send TB clearance/assessment to school sites or HR
- **HR confirm fingerprint clearance as completed**
- Application is approved by HR or the school site
- Volunteer will receive an automatic email notification from Raptor

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