

Volunteer Process Flow Chart

Volunteers can register online through Raptor Volunteer Management System by visiting the District or school website for information and documents



Volunteer completes Volunteer Application form online on the OVSD website



Review Applicant Letter:

- Determine requirements for Tier 1 or Tier 2 volunteers
- Handbook (must be read prior to starting the application)
- TB Risk Assessment
- Criminal Records check (fingerprinting)



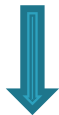
Tier 1

- ▶ 5 hours or more, chaperone on fieldtrips/overnight
- ▶ After volunteer completes online application contact HR to obtain Live Scan Form



Tier 2

- ▶ 5 hours or less
- ▶ Parent Participation hours for State Preschool



HR office notifies site of criminal records clearance



School site notifies volunteer that they are cleared to start