

Volunteer Process Overview

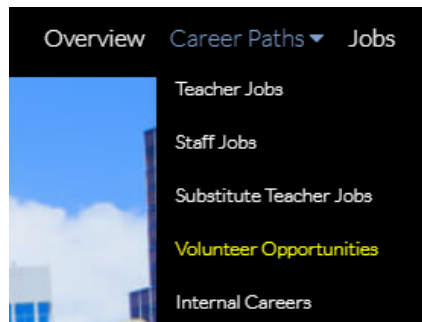
Effective: 2021-2022 SY

Volunteer application has moved to Online

We have an exciting update! We have transferred the TUSD Volunteer application to our online platform using TalentEd. Having an online application will help us improve the tracking of volunteers District-wide and expedite the process for clearing volunteers!

Please see outline of process and important information below:

1. School or Department will refer volunteer to the online application found on <https://jobs.tusd1.org/> .
 - a. Please direct individuals to the **Volunteers** section of the website.



2. Human Resources will review the online application and confirm with site prior to proceeding with a background check.
 - a. The application will allow individuals to upload a valid photo identification and fingerprint card if available.
3. Upon confirmation, HR will provide further direction to individuals that require fingerprinting.
4. Human Resources will email confirmation to you (site) regarding clearance.
 - a. *Parent/Legal Guardians* do not require fingerprinting. However, we will review any disclosures and may notify you of either a “clear with no restrictions” or “clear with restrictions” upon review.

Please note: you must have an established pay source in place to cover the cost of fingerprinting. We will invoice you to draw funds from your account.

Fingerprinting Requirement

Per TUSD Governing Board Policy, we are required to fingerprint individuals that provide direct services to pupils and are non-parent/legal guardians of a child on campus.

We are currently sending fingerprints to AZ DPS electronically in order to expedite the process of obtaining clearance. **Please do not send individuals to the District office to get fingerprinted as**

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everything can be completed remotely from our office. Individuals will receive detailed instruction on how to submit their fingerprint information after we review their application

Continuing Volunteers

We recognize the commitment of volunteers district-wide. For tracking purposes, volunteers are required to complete a new application each year (this is standard process). Once someone has created a TalentEd profile, they may use the same one to apply the following year. If fingerprints were already obtained for continuing volunteers, we will not need to collect new prints. We can instead run an online check with a lower price tag (this will all be detailed when we invoice you).

Contact Information

Point of Contact – Volunteers

Kris Kiefer

kristopher.kiefer@tusd1.org

Human Resources

HRDocs@tusd1.org

520-225-6035

Other Important Information

You must have a payment source established each year to provide to Human Resources for invoicing of volunteer expenses for fingerprinting/background check. We will be doing reconciling on a monthly basis.

Cost of fingerprinting: \$20

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