Frequently Asked Questions (FAQ): Volunteer Requirements

Q. What is the process of registering as a parent or community volunteer?

A. All volunteers must be cleared by Antioch Unified School District (AUSD) before they can begin volunteering. To start the clearance process, please visit the requested school site/s and complete the required forms.

Q. Why does the district have these requirements?

A. As required by California SB 848, all volunteers must complete fingerprint-based background clearance and provide the necessary documentation (including the Volunteer Request Form and TB clearance) before serving at school sites. These requirements are in place as a safety measure to ensure appropriate screening of all adult volunteers. They also provide a systematic method for tracking adults who volunteer on our school campuses.

Q. Do parents need to register as volunteers?

A. Yes, parents are required to register and be cleared by AUSD if they plan to volunteer in any capacity. This includes, but is not limited to, serving as a classroom aide, school support volunteer, chaperone for field trips or athletic events, driver, or an overnight chaperone.

Q. What type(s) of clearance do I need in order to volunteer at a school?

A. As of July 1, 2026, AUSD has three levels of volunteer clearance:

Level 1 – Volunteers working under constant direct supervision of an AUSD employee

Level 2 - Volunteers working under the supervision of an AUSD employee but may occasionally be unsupervised while working with students.

Level 3 – Volunteers who will be alone working with or mentoring students. This volunteer can drive students.

Q. Can I bring my other children when volunteering on a field trip?

A. No. Siblings are not permitted.

Q. What types of school events do NOT require clearance through the volunteer clearance?

A. Volunteer clearance is generally not required for events where students are accompanied by their parents or guardians, or for events that do not involve direct supervision or interaction with students. Examples include Open House, Back-to-School Night, student performances, parent

teacher conferences, award ceremonies, and meetings or community events organized by the Parent Teacher Association (PTA), or Education Foundation Affiliates.

Q. What types of PTA or Education Fund-sponsored school events can I attend that do NOT require clearance through the volunteer clearance process?

A. Most events hosted by outside organizations do not require clearance through AUSD's volunteer management system. Examples include International nights, movie nights, carnivals, athletics, theater and music events, speech and debate, robotics events, etc.

Q. Do adults attending a PTA or Educational Foundation Affiliate meeting on a school campus need to be cleared volunteers?

A. No. The volunteer clearance requirements do not apply during the school day in instances where parents or caregivers are on campus for meetings or other authorized events with no direct interaction with students, including PTA or Ed Fund Affiliate meetings.

Q. Do adults attending a meeting with a Principal or other school staff on campus need volunteer clearance?

A. No. Volunteer clearance is not required for meetings with school personnel, as these do not involve direct contact with students.

Q. Why is TB clearance required for all volunteers?

A. In accordance with AUSD Board Policy 1240 and as required by California Education Code 49406, all volunteers must provide evidence of a negative tuberculosis (TB) clearance before beginning service. The TB clearance must be dated within the past 60 days and include the volunteer's name, test date, results, and provider information.

Q. Can I complete a TB Risk Assessment Waiver instead of taking a TB test?

A. The volunteer should consult with their medical provider about the best option for them.

Q. Who is responsible for the cost of TB testing?

A. The volunteer covers any costs associated with getting TB clearance from their medical provider. Please refer to the Volunteer Handbook for more information on providers.

Q. If I am a current AUSD staff member, and also a parent/caregiver who wants to volunteer, how do I show proof of TB?

A. Staff can request TB clearance from the District Office's Certificated or Classified Human Resources department depending on the staff member's employment classification.

Q. Why is a background/fingerprint check required for all volunteers?

A. In accordance with AUSD Board Policy 1240 and California Penal Code 11105.3, all administrators, employees, and regular volunteers of youth service organizations are required to undergo a background check.

As part of the background check process, volunteers are required to complete fingerprinting through the California Department of Justice (DOJ), and in some cases the Federal Bureau of Investigation (FBI). Fingerprints are used to verify identity and review criminal history records as required by law.

Processing times can vary and are not controlled by the district. While many background checks are completed within a few days, some may take several weeks depending on the volume of requests being processed, the quality of the fingerprint submission, the need for additional record review, or delays at the state or federal level. Volunteers will be notified once all required clearances have been received and they are approved to begin volunteering.

Q. Who pays for volunteers to complete a background check?

A. Volunteers are responsible for the cost of Live Scan fingerprinting, which is required to conduct background checks through the California Department of Justice and the FBI. Details and provider information are available in the Volunteer Handbook.

Q. I have been fingerprinted for another organization. Do I need to do it again to volunteer?

A. Yes. Live Scan fingerprinting is organization specific. AUSD does not have access to fingerprint results from other agencies or employers. You must complete fingerprinting specifically for AUSD in order to volunteer.

Q. Do staff members need to be fingerprinted again to be cleared as a volunteer?

A. No. AUSD staff do not need to be re-fingerprinted to volunteer. The district will use fingerprint clearance already on file from your employment.