



# MEMO

**Date:** June 1, 2012

**To:** Parents of students in Canyons School District

**Subject:** Volunteer Procedures and Guidelines

Canyons School District has established procedures to adhere to a Utah law requiring districts to screen prospective volunteers. It is now required that volunteers **apply annually** to participate with students under the direction of the classroom teacher. That form is provided on the Canyons District's Web site under the "Community" tab. Volunteer registration for the coming school year will start July 1, 2012. All volunteers in schools, including members of the PTA and School Community Council, need to complete the form and submit on the Canyons District Web site.

Canyons District considers a volunteer to be:

- Any adult who works directly, either individually or in small groups, with students under the supervision of a Canyons District employee.
- Any adult chaperone accompanying a school-sponsored field trip.

Visitors at Canyons schools do not need to be screened. Canyons District recognizes a visitor may be but not limited to:

- Parents and extended family visiting Canyons District schools to observe a school event.
- Business partners presenting to the student body or to a classroom.
- Any member of a police department, fire department or military.
- Lunch guests in Canyons school cafeterias.

Canyons School District welcomes you to our volunteer program. If you enjoy working with students or in a school setting, Canyons District provides many opportunities to become involved. For most of the tasks asked of volunteers, experience is not necessary and special skills aren't required. Indeed, a willingness to help is the most valuable asset. We firmly believe that a strong corps of volunteers will help us assure student success at all our schools. A list of general needs at all schools is included on the Web site to assist you in making a decision about where you would prefer to serve.